



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

Region X Extension Office - Macapagal Drive-Crossing Canitoan, Zone 2,
Barangay Canitoan, Cagayan De Oro City



Interested applicants may send their applications to r10.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

AMINODEN A. ELIAS
Regional Director

- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/Resume
- Transcript of Records / Diploma*
- CSC Eligibility Document*
- Employment Certificate/s*
- Training Certificate/s*
- Most recent performance rating**

**Must reflect AT LEAST the credentials that meet minimum qualification standards*

***For government employees*

Applications with incomplete documentary requirements will not be accepted.

Equal Employment Opportunity Principle

It is the policy of the CDA to strictly adhere to the principles of merit, competence, fitness and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

NOTICE OF VACANCY

Position Title : **Accountant II**
 Item Number : **CDAB-A2-7-2021**
 Assignment : **Region X Extension Office**
 Salary Grade : **SG 16 (₱ 39,672.00)**
 Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree in Commerce/Business Administration major in Accountancy**
 Experience : **1 year of relevant experience**
 Training : **4 hours of relevant training**
 Eligibility : **RA 1080 (CPA)**

Duties and Responsibilities of the Position

20%	1. Under general supervision, directs and supervises the proper recording of financial transactions of the Authority;
5%	2. Coordinates the proper recording and accounting of financial transactions of the Central Office and all regional offices;
5%	3. Ensures compliance to financial policies with regards to payment of expenditures;
5%	4. Ascertains that accounting and auditing rules and regulations are properly observed;
7%	5. Prepares and submits financial reports for the Authority as maybe required by proper authorities;
5%	6. Ensures fairness, timeliness and completeness of financial reports;
7%	7. Ensures that expenditures, income and other financial transactions are recorded in the books of accounts;
7%	8. Ensures strict compliance to financial reporting standards in the recording of financial transactions;
5%	9. Consolidates financial reports of the Central Office and regional office;
5%	10. Analyzes, reviews and processes financial transactions and other supporting documents to determine the completeness of requirements;
3%	11. Certifies to the Availability of Funds;
5%	12. Certifies the correctness of vouchers, journals, trial balances and other financial statements and records;
3%	13. Reviews withholding and remittance of taxes;
4%	14. Coordinates with the Budget Officer on the preparation of the Annual Budget of the Regional Office and the Work and Financial Plan;
3%	15. Reviews the payroll including its deductions for various remittances prepared by the HR Team before processing to ensure its correctness.
3%	16. Supervises the performance of direct reports;
3%	17. Responsible for the discipline and efficiency of personnel under supervision; and
5%	18. Performs other duties assigned relative to position.

Posting Start Date : **May 15, 2024**

Deadline of Submission of Applications: : **May 25, 2024**