



Republic of the Philippines

## COOPERATIVE DEVELOPMENT AUTHORITY

Region III Extension Office – Malikhain St. Cor Mahusay St., Disdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, 20000 Pampanga



Interested applicants may send their applications to

Documentary Requirements (scanned or photocopy):

- Application letter  
Indicate specific item number & addressed to:

**MARIETA P. HWANG**  
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 : **ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)**  
Item Number : **CDAB-ADAS2-41-2017**  
Assignment : **REGION III EXTENSION OFFICE**  
Salary Grade : **SG 8 (P 21,448.00)**  
Status : **PERMANENT**

### Qualification Standards

Education : **Completion of 2 years studies in college**  
Experience : **1 year of relevant experience**  
Training : **4 hours of relevant training**  
Eligibility : **Career Service (Sub-professional) First Level Eligibility**

### Duties and Responsibilities of the Position

25%	1. Update the journal and posts all accounting entries to the ledgers and indices;
10%	2. Prepares vouchers for remittances;
10%	3. Process the claims as to completeness of documents attached;
10%	4. Assists in the preparation of periodic accountability reports;
10%	5. Encode online DBM, BIR and other reports;
10%	6. Checks and posts the liquidation of cash advances;
20%	7. Maintains the safekeeping of all books of accounts and other accounting documents for easy reference; and,
5%	8. Performs other related duties that assigned from time to time.

Posting Start Date : **May 15, 2025**

Deadline of Submission of Applications: : **May 25, 2025**