



NOTICE OF VACANT POSITION

The Department of Science and Technology, Regional Office VIII (DOST VIII) is in need of competent staff to fill in **one (1) Accounting Analyst** (contractual position) with the following qualifications and functions:

Position Title: Accounting Analyst
Monthly Salary: Php 26,779.20
Official Station/ Assignment: DOST-8 Regional Office

Qualifications

- Graduate of bachelor's degree in Accountancy/ Management Accounting/ other related course with Accounting Units (preferably with CPA license)
- Atleast 6 months of clerical work experience
- Computer literate

Functions

1. Assist the Accountant III in preparation of monthly financial reports:
 - Disbursement Journals
 - Cash Receipts Journals
 - General Journals
2. Monitor and update Accounting related files and documents:
 - Updating of Subsidiary Ledgers
 - Updating of Aging of Receivables and Payables
3. Assist the Accountant III in the reconciliation of records from the Accounting Unit to different section/ units and other agencies:
 - Accounting and Budgeting Records Reconciliation
 - Accounting and Cash Mgt. (Prepares Bank Reconciliation Statements)
 - Accounting and BIR (Processes and files monthly Tax requirements)
 - Accounting and COA-related requests and submissions
 - Accounting and DBM-related requests and submissions
4. Perform other Duties and Assignments of the Office as may be deemed necessary from time to time

Equal Opportunity Principle This office adheres to the existing general policy of no discrimination and equal opportunity. All qualified applicants are welcome to apply regardless of age, sex, civil status, sexual orientation, gender identity and expression (SOGIE), disabilities, religion and/or indigenous group membership.

Qualified and interested applicants may apply personally and submit copy of the following requirements to DOST Regional Office VIII at the Government Center, Palo, Leyte not later than: **January 4, 2021**

- Application letter should be addressed to:
ERNESTO M. GRANADA
Regional Director
Department of Science and Technology
Regional Office No. VIII
Government Center, Candahug, Palo, Leyte
- Personal Data Sheet (PDS)/Curriculum Vitae with latest 2x2 ID picture
- Transcript of Records
- Diploma
- Certificate of Trainings/Seminar attended
- Certificate of Previous employment stating, among others, duties and responsibilities
- Certificate of Awards, if any.