

**NATIONAL IRRIGATION ADMINISTRATION
MIMAROPA REGION**

A N N O U N C E M E N T

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : **CASHIER A/ JG 10**

Item Nos. 76-17

Location : National Irrigation Administration Region 4-B
Administrative and Finance Division
Finance Section

Bayanan II, Calapan City, Oriental Mindoro

I. Minimum Qualification Requirements:

Education : Bachelor's Degree

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : Career Service (Professional) Second Level Eligibility

II. Duties & Responsibilities:

- Pay obligation and keep custody of region's collections;
- Deposit collections with the authorized bank and withdrawing from time to time for payment of salaries, wages and various obligations;
- Record collections and disbursement in the Cash in Bank and Disbursement Registers;
- Post, register and balance cash on hand and in bank;;
- Count, verify and segregate money;
- Prepare list of various denominations of currency notes;
- Balance accounts and put money in pay envelope;
- Maintain up-to-date record of payments to individual creditors and other necessary records in the cashier office;
- Perform other related functions.

III. Assessment Process:

1. Initial Assessment Steps
 - a. HR Pre-screening
 - b. Human Resource Merit Promotion and Selection Board (HRMPSB) screening
2. Further Assessment Steps
 - a. Work-related Written examinations
 - b. Panel interview
 - c. Other related tests, i.e., IQ Test/Personality Test, as deemed necessary

IV. Documentary Requirements:

- All interested qualified applicants shall submit the following to the Office of the Regional Irrigation Manager, Attn.: Administrative Section, NIA Regional Office IV-B, Bayanan II, Calapan City, Oriental Mindoro.
 - a. Letter of Application indicating the position applied for submission not later than the 15th working days from publication.
APR 19 2023
 - b. Updated Personal Data Sheet with work experience sheet;
 - c. Latest Performance Rating in the present position (if applicable)
 - d. Photocopy of Eligibility/Rating/License
 - e. Photocopy of Certificates of training/seminars attended.
 - f. Photocopy of TOR
 - g. Certificates of Employment from previous and present employment (if applicable)

- **Qualifications of applicants without supporting documents shall not be evaluated and considered.**

V. Other Relevant Information:

- Candidate/s found by the HRMPSB to have met the minimum qualification requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the HRMPSB as qualified for appointment/promotion to the subject vacancy.

Date of Posting : **MAR 28 2023** **APR 06 2023**

Date of Publication : **MAR 27 2023**


RONILIO M. CERVANTES

Acting Regional Manager KCMH-A

JOB
SKL
0115