

**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 : Senior Accounting Processor A, SG-12

Item Nos. 130-35

Location : NIA Region 4-B
Mindoro Occidental Irrigation Management Office
Administrative and Finance Section

I. Minimum Qualification Requirements:

Education : Completion of two years studies in college

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Career Service Sub-Professional

II. Duties & Responsibilities:

- Prepare and maintain journals, subsidiary ledgers and other related accounting records and reports;
- Keep records of appropriation and or Disbursement Authority or Sub-Allotment Advices of various projects;
- Determine the availability of funds of projects or system based on the ASA certified and approved by NIA Office;
- Examine and verify claims for payments of various object class in their respective funds, projects and allotment before payment is made;
- Reconcile accounts of the Cashier;
- Record various obligated vouchers in the RAO/BUR;
- Prepare monthly report of income and expenses incurred by the system/office;
- Check accuracy and account classification of the Report of Disbursements for certification of the Chief of Office;
- Perform other related functions

III. Assessment Process:

1. Initial Assessment Steps
 - a. HR Pre-screening
 - b. Personnel Selection Board (PSB) 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.
SEP 10 2018
 - b. Updated Personal Data Sheet;
 - c. Latest Performance Rating for 1 year(if applicable)
 - d. Photocopy of Eligibility/Rating/License
 - e. Certificates of training/seminars attended.
 - f. Photocopy of TOR
- **Applicants who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.**

V. Other Relevant Information:

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


WILLIAM P. RAGODON
Regional Manager A

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