

Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Administrative Assistant III BUB-ADAS3-4-2005	BUGASS	9	<ol style="list-style-type: none"> 1. Assist in the pre-audit of claims. 2. Verify reports submitted by the accountable officer (Cashier). 3. Assist in the preparation of monthly and annual tax returns. 4. Maintain records, reports and other pertinent documents. 5. Assist in the preparation of financial reports for trust accounts and ILP's. 6. Prepare Journal Entry Vouchers (JEVs). 7. Coordinates with the cluster or unit Budget Officers. 8. Renders periodic reporting to COA and other regulating agencies within the prescribed deadlines. 9. Does related work and other assigned tasks. 	Completion of 2-year studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) 1 st level eligibility	

Brief description of the General Functions of the Position

To assist in the preparation and audit of financial transactions of the University.

Required Competencies:

Core Competencies

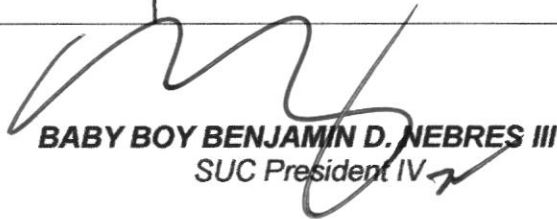
Exemplifying /Demonstrating Integrity – Basic
 Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic

Organizational Competencies

Planning and Delivering – Basic
 Demonstrating Personal Effectiveness – Basic

Functional Competencies

Attention to Detail – Basic
 Achievement Orientation – Basic
 Service Delivery – Basic
 Interpersonal Skills - Basic


BABY BOY BENJAMIN D. NEBRES III
 SUC President IV

Interested and qualified applicants should signify their interest in writing to the addressed provided below attached the following supporting documents and send thru the e-mail address: bu-recruitment@bicol-u.edu.ph

DR. BABY BOY BENJAMIN D. NEBRES III
 SUC President IV
 Bicol University, Main Campus
 2/F Ricardo A. Arcilla Bldg., Legazpi City

Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture; (CS Form 212 revised 2017) which can be downloaded at the www.csc.gov.ph)	3. Photocopy of Diploma and Transcript of Records;
2. Photocopy of Certificate of Eligibility/License;	4. Photocopy of training certificates; and
	5. Photocopy of certificate of Employment from previous employment.

