

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 Officer III BUB-ADOF3-1-2004 BUB-ADOF3-6-2004	BUGASS	14	<ol style="list-style-type: none"> 1. Pre-audits and signs vouchers for the assigned cluster or unit. 2. Verifies reports submitted by the Cashier of the cluster or unit handled. 3. Prepare Journal Entry Vouchers (JEVs). 4. Approves Journal Entry Vouchers (JEVs) prepared by staff. 5. Maintains records for trust accounts and IGP's for the cluster/unit, if any. 6. Prepares financial reports for trust accounts and ILP's. 7. Prepare Bank Reconciliation Statements. 8. Coordinates with the cluster or unit Budget Officers. 9. Acts as the authorized withholding official of the cluster or unit. 10. Submits the monthly TRA and other reports to BIR. 11. Provides technical advice to the Deans and/or Directors of the units handled. 12. Renders periodic reporting to COA and other regulating agencies within the prescribed deadlines. 13. Supervises staff, if any. 	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service (Professional) 2 nd level eligibility	

Brief description of the General Functions of the Position

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

Preparation and Interpretation of Financial Statements and Reports - Basic
 Attention to Detail – Basic
 Achievement Orientation – Basic
 Service Delivery – Basic
 Interpersonal Skills - Basic

Leadership Competencies

Building Collaborative, Inclusive Working Relationships – Basic
 Thinking Strategically and Creatively – Basic


BABY BOY BENJAMIN D. NEBRES III
 SUC President

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.

APPLICATION WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law."

Date of Publication: JUN 02 2023

Deadline of Submission of Applications: JUN 12 2023

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BUGS _____	IPESR _____	BUPC _____	CBEM _____	CENG _____	BUGC _____
BUCAL _____	BUCE _____	BUCAF _____	CSSP _____	EMD _____	BUCM _____
BUCN _____	BUCS _____	BUTC _____	CIT _____	RDMD _____	BUIDeA _____
BUOU _____	BUJMRIGD _____				