

WE'RE HIRING

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) SG-9

QUALIFICATIONS:

- ✓ Completion of two (2) years studies in college
- ✓ Four (4) hours of relevant training
- ✓ One (1) year of relevant experience
- ✓ Career Service
(Subprofessional) First Level Eligibility

REQUIREMENTS:

1. Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City. Job description is available at https://www.pced.gov.ph/?page_id=329/#
2. Fully accomplished and signed PERSONAL DATA SHEET (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017); and signed WORK EXPERIENCE SHEET (as attachment to PDS) to also include relevant experiences in bookkeeping, coordination, monitoring, etc. and a team player;
3. Performance rating in the last rating period (if applicable) (for government employees including Job Orders and Contract of Service);
4. Photocopy of certificate of eligibility/rating/license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System;
5. Photocopy of Certificates of Trainings/Seminars attended, if applicable;
6. Photocopy of Certificate of Employment with actual duties and responsibilities;
7. Photocopy of Transcript of Records and Diploma.

Interested and qualified applicants should signify their interest in writing. Attach the required documents to the application letter and send to the address below not later than **June 6, 2025**.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. SARAH LYNNE S. DAWAY-DUCANES
Division Chief
Encarnacion Hall, U.P. School of Economics
Diliman, Quezon City
info@pced.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

BULLETIN OF VACANT POSITIONS

Administrative Assistant III (Senior Bookkeeper)

SG 9-1

Finance and Administration Division

06 JUNE 2025

DEADLINE OF SUBMISSION

DUTIES AND RESPONSIBILITIES

1. Bookkeeping for PCED

- 1.1.** Prepare monthly
 - 1.1.1.** Payroll of PCED full-time and part-time staff;
 - 1.1.2.** Honoraria and research allowances;
 - 1.1.3.** Remittance of statutory contributions for PCED staff;
 - 1.1.4.** Billings of room rentals; and
 - 1.1.5.** Journal Entry Vouchers for PCED.
- 1.1.** File and pay monthly taxes withheld through eFPS for PCED
- 1.2.** Submit online monthly alpha list of payees to BIR for taxes withheld for PCED
- 1.3.** Prepare quarterly BIR reportorial submissions for PCED
- 1.4.** Post monthly Data entry to Cash Disbursement Book and Cash Receipts Book for PCED
- 1.5.** Encode, process billings, maintain ledger of room reservations for PCED
- 1.6.** Monitor and follow up vouchers and other documents to be filled in the Finance Office

2. Perform other tasks as may be directed by the Accountant, Division Chief for Finance and Administration and the Executive Director.

MINIMUM QUALIFICATIONS

EDUCATION

Completion of two years studies in college

EXPERIENCE

1 year of relevant experience

TRAINING

Four hours relevant training

ELIGIBILITY

Career Service (Sub-Professional)
First Level Eligibility

APPLICATION INSTRUCTIONS

Interested applicants must submit on or before **06 June 2025** to info@pced.gov.ph For easy tracking, please specify the position in the email subject line: "APPLICATION FOR AA III (SENIOR BOOKKEEPER)"

Application Documents

- filename format: Application-Last Name, First Name, Middle Initial.pdf
- Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City (*indicate the position title and certifying that all attached documents are true and correct*)
- Fully accomplished and signed [Personal Data Sheet \(PDS\) \(CS Form No. 212 Revised 2017\)](#) with recent passport-sized picture (*taken within the last six (6) months*).
- Fully accomplished and signed [Work Experience Sheet](#) with recent passport-sized picture. Kindly include relevant experiences in the position applying for.
- Performance Rating: a) For applicants employed in the government service, the latest rating is required for appointment by promotion or transfer (July - December 2024); b) For applicants working in private companies and/or classified as Job Orders/Contract of Service, submit your latest performance rating.
- E-copy of Certificate of Eligibility/board rating/valid license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System.
- E-copy of relevant Training/Seminar Certificates;
- E-copy of School Credentials (a. Transcript of Records & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education)
- E-copy of previous and current Employment Certificates, Contracts, Appointments, Office Orders, or Service Records, with actual duties and responsibilities.

Office of the Executive Director

Room 203 Encarnación Hall, School of Economics, University of the Philippines, Diliman, Quezon City 1101 Philippines
Telefax (632) 920-5463 | Email info@pced.gov.ph | www.pced.gov.ph