

# WE'RE HIRING

## ACCOUNTANT I (SG12)

### CSC MINIMUM QUALIFICATION STANDARDS:

#### **EDUCATION :**

BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION  
MAJOR IN ACCOUNTING

**EXPERIENCE** :NONE REQUIRED

**TRAINING** :NONE REQUIRED

**ELIGIBILITY** :RA 1080(CPA)

#### **DUTIES AND RESPONSIBILITIES**

1. Provide accounting services.
2. Prepare all accounting-related reports.
3. Perform other functions required by the Unit Head/Center Director.

#### **APPLICATION REQUIREMENTS:**

- ✓ Application letter addressed to **ROGELIO C. EVANGELISTA, DPA, Center Director**
- ✓ Fully Accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) with recent passport-sized picture which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- ✓ Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- ✓ Performance Rating in the last rating period (if applicable)
- ✓ Certificate of trainings attended
- ✓ Authenticated certificate of eligibility/rating/license; and
- ✓ Photocopy of transcript of records

Submit your requirements at: [rtc1.dcc@ati.da.gov.ph](mailto:rtc1.dcc@ati.da.gov.ph) or to our office, Agricultural Training Institute-Regional Training Center I, Tebag East, Sta. Barbara, Pangasinan on or before October 27, 2022.