

WE ARE 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
- ✓ Work Experience Sheet which can be downloaded at 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 or to our office,
Agricultural Training Institute-Regional Training Center I,
Tebag East,Sta. Barbara,Pangasinan on or before November 11, 2022.