



BULLETIN OF VACANT POSITIONS NO. 202202-23-1

Administrative Assistant II (Cash Clerk III)

23 February 2022
DEADLINE OF SUBMISSIONS

SG 8-1 Law Complex

ITEM NO. UPSB-ADAS2-2214-2004

MINIMUM QUALIFICATIONS

EDUCATION

Completion of two (2) year studies in college

EXPERIENCE

with 1 year of relevant experience

ADDITIONAL DETAILS

Competency:

• Core (Intermediate): Exemplifying Integrity and Professionalism; Delivering Service Excellence; Demonstrating Personal Effectiveness; Teamwork and Collaboration

TRAINING

4 hours of relevant training

ELIGIBILITY

Career Service Sub-Professional/First Level Eligibility

DUTIES AND RESPONSIBILITIES

- Receive cash and checks from various payors and issue official receipt for payments received Prepare collections and balances receipts against actual cash and deposit slips. Deposit collections to the bank and submit Daily Deposit Report to UP Cash Office.
- Assists the Administrative Officer in preparing Monthly Report of Collections, Summary Report of Collections and Deposits, and Report of Accountability for monthly collections and deposits to UPLC Trust, Revolving, and Sale of Publications accounts.
- Assist the Administrative Officer in preparing monthly Bank Reconciliation Report for the LRF account.
- May be appointed as Special Disbursing Officer (SDO) / Special Collecting Officer (SCO) for a specific period. As SDO, disburses, maintains cashbook, balances, and reconciles petty cash fund, prepare report of expenses, and disburse cash benefits and bonuses due to UPLC staff.
- In charge of managing the Document Routing System of the office and filing of temporary and permanent records of the office.



APPLICATION INSTRUCTIONS

Interested applicants must submit on or before the set deadline the following to hrdorecruitment.upd@up.edu.ph.

- e1. Fully accomplished **RSS Form** (in spreadsheet file format only)
- e2. **Application Documents** merged into a single PDF file (tools for merging documents are available in the internet, please feel free to search and use merging tool suitable for you).

Application Documents:

- Letter of application (indicate the position title, item number, college/unit, and certifying that all attached documents are true and correct)
- Fully accomplished **Personal Data Sheet** (PDS) (CS Form No. 212 Revised 2017) with signature and recent photo taken within the last six (6) months. **To help you accomplish the PDS, please read and understand the [GUIDE TO FILLING OUT THE PERSONAL DATA SHEET](#). Any misrepresentation made in the PDS and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned**
- Fully accomplished **Work Experience Sheet** with signature
- Performance Rating (a. For applicants employed in the government service, last and previous ratings are required for appointment by promotion or transfer; b. For applicants working in private companies and/or classified as Job Orders/Contract of Service submission of two (2) rating periods is encouraged)
- Photocopy of Certificate of Eligibility/board rating/valid license
- Photocopy of School Credentials (a. TOR & 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)
- Photocopy of relevant Training/Seminar Certificates; and
- Photocopy of previous and current Employment Certificates with duties & responsibilities, if applicable

Please take note of the following:

- Applicants must submit a separate set of application if applying for more than one job vacancy.
- All documents submitted shall be considered as property of UPD-HRRD Office and has the prerogative to make any actions that are deemed appropriate.
- Application with **incomplete documents shall not be considered** in the list of qualified applicants.
- **Late submission shall not be accepted and entertained.**
- Only documents received on or before the deadline shall be **used as basis for evaluation**.

For complete details on how the application process is performed, please visit the [Job Application Process](#) page.

As an advocate of the Equal Employment Opportunity Principle (EEOP), the UP Diliman Human Resource Development Office encourages and welcomes all applicants regardless of age, school, gender, civil status, disability, religion, ethnicity (indigenous people), social status, income, class, filiation, political affiliation or other similar factors/personal circumstances particularly in the Recruitment, Selection and Placement (RSP).

AUGUSTUS C. RESURRECCION, Ph.D.

Director, HRDO

08 February 2022