



Department of Agriculture

**FERTILIZER AND PESTICIDE AUTHORITY**

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

# WE ARE HIRING!

## ADMINISTRATIVE AIDE VI

(Contract of Service)

Salary Grade 6 (14,847.00)

Finance and Administrative Division

### DUTIES AND RESPONSIBILITIES:

1. Assist in the preparation of the LDDAP-ADA/Check/Advice of LDDAP/Check.
2. Assist in the submission to Landbank of the Philippines the LDDAP-ADA/Check/Advice of LDDAP/Check.
3. Assist in the preparation of monthly reports of Checks Issued and Check Disbursement Records for submission to the Accounting Section and COA.
4. Assist in the preparation of Authority to Debit/Credit Account (Debit Memo) for Payroll.
5. Assist in the submission to Landbank the Authority to Debit/Credit Account for Payroll.
6. Assist in the submission to the Commission on Audit the Report of Accountability for Accountable Forms (RAAF).
7. Assist in the submission to the Accounting, Budget and Commission on Audit the Report of Checks and Advices to Debit Account Disbursements Record (CkADADRec).
8. Assist in the submission to the Accounting, Budget and Commission on Audit the Report of Checks Issued (RCI) and Report of Advice to Debit Account Issued (RADAI).
9. Assist in the preparation of monthly reports on VAT and EWT and issuance of BIR certificates.
10. Perform other related tasks that may be assigned from time to time.

### QUALIFICATIONS:

Education	: Bachelor's Degree on any four-year course
Experience	: None required
Training	: None required
Eligibility	: None required



[hrrecruitmentcos.fpa@gmail.com](mailto:hrrecruitmentcos.fpa@gmail.com)



<https://fpa.da.gov.ph/>



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## REQUIREMENTS:

*Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **December 4, 2023**.*

1. Letter of intent addressed to the **JULIETA B. LANSANGAN**, Executive Director III;
2. Personal Data Sheet can be downloaded at [http://csc.gov.ph/2014-02-21-08-28-23/pdf\\_files/category/861-personal-data-sheet-revised-2017.html](http://csc.gov.ph/2014-02-21-08-28-23/pdf_files/category/861-personal-data-sheet-revised-2017.html)
3. Photocopy of Eligibility/license (if applicable);
4. Photocopy of TOR; and
5. Photocopy of Diploma.

Qualified applicants are advised to send their application to:

[hrrecruitmentcos.fpa@gmail.com](mailto:hrrecruitmentcos.fpa@gmail.com)