

Interested and qualified applicants shall submit the documents below to this google form
<https://forms.gle/tTtV9MbcLF5tcCZ26> for initial documentary review and evaluation:



- Letter of intent addressed to **Julieta B. Lansangan, Executive Director III**;
- Updated and duly notarized Personal Data Sheet (PDS) with Work Experience Sheet (WES);
 - CS Form No. 212, Revised 2017 which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
 - with Passport size ID picture
 - with Government Issued ID
 - with thumbmark
 - Work Experience Sheet which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
- Relevant Scholastic Records;
 - Photocopy of Transcript of Records (TOR)
 - Photocopy of Diploma
- Photocopy of Performance rating in the last period (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of relevant training certificates; and
- Photocopy of Certificate of Employment

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FPA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 4, 5, and 6 listed hereunder, to the google form. Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for.

All data submitted to the FPA will be processed in accordance with the RA No. 10173 or the Data Privacy Act of 2012.

- Note:**
- Applicants are advised to secure certified true copies/authenticated copies of documents specified in item numbers 3, 4, and 5 the soonest time, in case of appointment to the position applied for.
 - Applications with incomplete documents shall not be entertained.
 - The vacant position is subject to the validation of the promotion/transfer of the preceding employee.

Date of Posting : January 16, 2024
Deadline of Submission : January 28, 2024; 5:00 PM

NOTICE OF VACANCY

Position Title : Administrative Officer I
Item Number : FPAB-ADOF1-14-2016
Assignment : Finance and Administrative Division
Salary Grade : 10
Status : Permanent

QUALIFICATION STANDARDS
Education : Bachelor's degree relevant to the job
Experience: None required
Training : None required
Eligibility : Career Service(Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">Prepares Check/LDDAP-ADA/Advice of LDDAP/Check for approval;
<ul style="list-style-type: none">Coordinate and submit signed LDDAP-ADA/Check/Advice of LDDAP/Check to the Landbank of the Philippines;
<ul style="list-style-type: none">Facilitates the release of checks to the payees/clienteles and secure the official receipts/acknowledgement receipt from the payee;
<ul style="list-style-type: none">Prepare monthly reports of Checks Issued and Check Disbursement Records for submission to the Accounting Section and Commission on Audit;
<ul style="list-style-type: none">Preparation of Authority to Debit/Credit Account (Debit Memo) for Payroll;
<ul style="list-style-type: none">Submission to the Accounting, Budget, and Commission on Audit the Report of Checks and Advices to Debit Account Disbursements Record (CkADARec);
<ul style="list-style-type: none">Submission to the Accounting, Budget, and Commission on Audit the Report of Checks Issued (RCI) and Report of Advice to Debit Account Issued (RADAI);
<ul style="list-style-type: none">Preparation of monthly report on VAT and EWT and issuance of BIR certificates; and
<ul style="list-style-type: none">Perform other related tasks that may be assigned from time to time.

"It is the policy of the FPA to strictly adhere to the principles of merit, competence, fitness, and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Agency regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation."