



Republic of the Philippines  
 Department of Agriculture  
**FERTILIZER AND PESTICIDE AUTHORITY**  
 FPA bldg., BAI Compound, Visayas Ave., Diliman, Quezon City  
 Telephone Nos. (02) 8426-1572/ (02) 8920-8573

## NOTICE OF VACANCY

**Position Title** : Accountant I  
**Item Number** : FPAB-A1-26-2014  
**Assignment** : Finance and Administrative Division  
**Salary Grade** : 12  
**Status** : Permanent

### QUALIFICATION STANDARDS

**Education** : Bachelor's degree in Commerce/Business Administration major in Accounting  
**Experience**: None required  
**Training** : None required  
**Eligibility** : RA 1080

### DUTIES AND RESPONSIBILITIES

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Check, analyze, and prepare journal entry in the Disbursement Vouchers;</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Prepare the Journal Entry Vouchers for ADA/Check Disbursements;</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Prepare the Journal Entry Vouchers for Collection Receipts;</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Prepare the Journal Entry Vouchers for Cash Disbursements;</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Prepare the Journal Entry Vouchers for adjusting entries;</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Recording of Journal entries to ADA/Check Disbursement Journal; Cash Receipts Journal; Cash Disbursement Journal and General Journal; and</li> </ul> |
| <ul style="list-style-type: none"> <li>• Perform other functions that may be assigned by the Supervisor.</li> </ul>   |

*"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."*

Interested and qualified applicants shall submit the documents below to this google form



<https://forms.gle/wL5iQgBrVNxYFLGF9> for initial documentary review and evaluation:

1. Letter of intent addressed to **Julieta B. Lansangan, Executive Director III**;
2. Updated and duly notarized Personal Data Sheet (PDS) with Work Experience Sheet (WES);
  - a. 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
  - b. 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>
3. Relevant Scholastic Records;
  - a. Photocopy of Transcript of Records (TOR)
  - b. Photocopy of Diploma
4. Photocopy of Performance rating in the last period (if applicable);
5. Photocopy of certificate of eligibility/rating/license;
6. Photocopy of relevant training certificates; and
7. 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:

1. 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.
2. Applications with incomplete documents shall not be entertained.
3. The vacant position is subject to the validation of the promotion/transfer of the preceding employee.

**Date of Posting** : February 22, 2024

**Deadline of Submission** : March 31, 2024; 5:00 PM

