



Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
FPA bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

WE ARE HIRING

ONE (1) ADMINISTRATIVE OFFICER II

Assignment: Finance and Administrative Division

Salary Grade: SG 11 (30,024.00)

Status: Permanent

Item No.: FPAB-ADOF2-25-2014

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 Functions

- Prepares Check/LDDAP-ADA/Advice of LDDAP/Check for approval;
- Coordinate and submit signed LDDAP-ADA/Check/Advice of LDDAP/Check to the Landbank of the Philippines;
- Facilitates the release of checks to the payees/clienteles and secure the official receipts/acknowledgement receipt from the payee;
- Prepare monthly reports of Checks Issued and Check Disbursement Records for submission to the Accounting Section and Commission on Audit;
- Preparation of Authority to Debit/Credit Account (Debit Memo) for Payroll;
- Submission to the Accounting, Budget, and Commission on Audit the Report of Checks and Advices to Debit Account Disbursements Record (CkADARec);
- Submission to the Accounting, Budget, and Commission on Audit the Report of Checks Issued (RCI) and Report of Advice to Debit Account Issued (RADAI);
- Preparation of monthly report on VAT and EWT and issuance of BIR certificates;
- Supervise the issuance of Official Receipts (OR) to clienteles;
- Supervise the submission of revenue reports to the Accounting Section and Bureau of the Treasury; and
- Perform other tasks that may be assigned from time to time.





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Application Procedure:

Interested and qualified applicants shall upload the documents below at <https://forms.gle/Ak25WCcCwex4dJg37> or at hrrecruitment@fpa.da.gov.ph for initial documentary review and evaluation.

- Letter of intent
Indicate specific item number and addressed to:
DIR. GLENN DC. ESTRADA
Executive Director III
- Updated and duly notarized Personal Data Sheet with attached Work Experience Sheet;
- Photocopy of Scholastic Records (TOR and Diploma);
- Photocopy of Performance Rating in the last rating period (if applicable);
- Photocopy of Eligibility document (CSC Eligibility or PRC license)
- Photocopy of relevant training certificates;
- Employment Certificate/s (if applicable).

Note:

Applications with incomplete requirements and/or submitted beyond the deadline shall not be entertained.

Application Period: June 19 to 30, 2025



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



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