



NOTICE OF VACANCY

Date of Publication: **APRIL 15, 2025**

CHIEF ACCOUNTANT, PCGG-DOJB-CACT 1-1998, **PERMANENT**
Accounting Division, Finance and Administration

Monthly Salary (SG 24)	Php 98,185.00
Benefits/ Incentives: (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none">• Php 2,000.00 – Monthly Personal Economic Relief Allowance• Php 6,000.00 – Monthly Representation Allowance• Php 6,000.00 – Monthly Transportation Allowance• Php 2,000.00 – Monthly Communication Allowance• 1 Month Salary – Mid-Year Bonus• 1 Month Salary – Year-End Bonus• Php 5,000.00 – Cash Gift• Php 7,000.00 – Clothing Allowance• Php 5,000.00 – Productivity Enhancement Incentive
Education	Master’s degree OR Certificate in Leadership & Management from the CSC
Experience	4 years of Supervisory/Management experience
Training	40 Hours of Supervisory/Management Learning and Development intervention
Eligibility	R.A. 1080 (CPA)
Competency	<ul style="list-style-type: none">• Problem Solving & Decision Making Expert: Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.• Strategic Thinking Expert: Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.• Empowering & Developing Others Expert: Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.• Leading in a Continuously Changing Environment Expert: Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.• Driving Performance for Integrity & Service Expert: Seen as leaders or models in the task. Can lead the way in new ideas. Source for advice and can serve as mentors or guides for others.
Key Duties and Responsibilities	<ul style="list-style-type: none">• CERTIFIES CASH AVAILABILITY and COMPLETENESS OF DOCUMENTS TO DV AFTER PRE-AUDITED BY THE PRE-AUDITORS;• REVIEW QUARTERLY FINANCIAL STATEMENT, CERTIFIES OF MONTHLY TRIAL BALANCES, and SUPPORTING SCHEDULES FOR FOUR (4) FUNDS OF THE COMMISSION;• REVIEW and CERTIFY JOURNALS (Journal Entry Vouchers, General Journal, Cash Receipt Journal, Check ADA, Disbursement Journal);• REVIEW and CERTIFY MONTHLY DISBURSEMENT REPORTS (MDRs) and QUARTERLY FINANCIAL ACCOUNTABILITY REPORTS (FARs) AS REQUIRED BY DBM;

- CERTIFIES CREDITABLE TAXES WITHELD at SOURCE (BIR Form 2307) and other BIR forms.

NOTE: ONLY THOSE WHO POSSESS THE RELEVANT or CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. Only those who have submitted the COMPLETE documents within the prescribed period and met ALL the required qualification standards shall be considered.

Interested and qualified applicants are advised to read the qualifications of the position and signify their interest through the following;

1. Application letter addressed to: **Mr. IRWIN S. VIDAL**
Chief Administrative Officer



maria.cecilia.flores@pcgg.gov.ph

<https://bit.ly/PCGGCareersApplication>

no later than APRIL 26, 2025.

Original documents must be on hand and ready once requested.