



Republic of the Philippines  
Department of Agriculture

## AGRICULTURAL TRAINING INSTITUTE Regional Training Center III

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### REQUEST FOR JOB ORDER

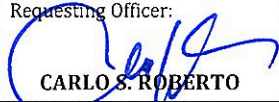

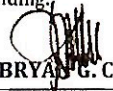

Requesting Office : Admin and Finance Unit  
Number of Position Requested : 1  
Position for Job Order : Accountant I  
Salary/Compensation : Php 22,938.00  
SG 12 Step 1, SSL 2019 (M23-02-172)  
Period Covered : November – December 2023  
Date Request : 05 October 2023

#### QUALIFICATIONS:

Educational Attainment: Bachelor's degree in Commerce/Business Administration major in Accounting  
Work Experience: none  
Training: none  
Eligibility: Relevant RA 1080 (CPA)

#### DUTIES AND RESPONSIBILITIES:

- Report directly to the Head of Admin and Finance Unit and assist in preparing and submitting financial reports, and financial documents as delegated;
- Under general supervision, assist AO IV in coordinating with stakeholders and preparing documentary requirements for billing and collections activities;
- Assist in maintaining basic and subsidiary accounting, records and books of accounts to reflect accurate and current financial information required by auditors;
- Prepare Journal Entry Vouchers - Summary of Withholding Taxes for BIR;
- Provide assistance in the review of vouchers, warrants, checks, payrolls, journals, bills, financial statements and other reports;
- Conduct research on applicable accounting rules, regulations and issuances to ensure compliance by the Agency and ensure proper dissemination of outputs and recommendations;
- Assist in the coordination and reporting requirements with the GSIS, BIR, COA and other agencies as necessary; and
- Perform other duties of a regular or special nature as may be assigned from time to time.

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| Requesting Officer:<br><br>CARLO S. ROBERTO<br>IMMEDIATE SUPERVISOR | Funds Availability:<br><br>GUIA D. REYES<br>HEAD, BUDGET SECTION | Recommending:<br><br>JAYVEE BRYAN G. CARILLO, PhD.<br>ASSISTANT CENTER DIRECTOR | Approved:<br><br>JOEY A. BELARMINO, PhD.<br>CENTER DIRECTOR |
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ATI-QF/HRMO-20 Rev. 01 Effectivity Date: September 1, 2018