



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office No. 5
Rizal St., Legazpi City

- I. Position: ADMINISTRATIVE ASSISTANT I
- II. No. of Vacant Positions: 3
- III. Compensation: SG 7 – Php 16,458
- IV. Status of Employment: Contract of Service
- V. Qualifications:
 - Completion of two (2) years studies in College
 - Computer Literate
- VI. Specific Duties and Responsibilities:
 - Determines availability of funds and controls expenditures by recording obligations in the journal and analysis of Obligations and liquidations in the request for Obligations and Allotments.
 - Records financial transactions in the proper journals to account allotments, disbursements, collections, deposits, bills, warrants and adjustments.
 - Prepares Trial Balance and other financial statement;
 - Prepares simple endorsement and correspondence;
 - Reviews reports of collections, disbursements, documents;
 - Assists in posting to the general ledger, preparation of the trial balances and other financial statement;
 - Does related work.