

ADMINISTRATIVE SERVICES OFFICER A **PERMANENT HIRING**

Plantilla Item No. : 133 (1 slot)
Salary Grade : 16
Place of Assignment : Accounting Department, MCWD Main Office, Cebu City

MINIMUM QUALIFICATIONS:

Education : Bachelor's degree
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : Career Service (Professional), Second Level Eligibility

COMPETENCIES NEEDED:

The position is responsible for processing of employee's salaries, overtime pay, employees' benefits, bonuses, remittances, and other payroll related task. The position also takes care of salary deductions, record keeping and verifying the reliability of pay data; gives assistance and support to all payroll queries, and ensures that all statutory requirements are complied with and implemented.
Competencies required: Payroll Processing

Interested applicants must submit the following documents:

1. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture
2. Performance Rating in the last rating period
3. Authenticated copy of the CSC Eligibility / PRC License / Board or Bar rating
4. Certified True Copy of Diploma, Transcript of Records and other documents supporting highest educational attainment
5. Certified True Copy of Employment Certificate with detailed Job Description issued by the authorized personnel
6. Certified True Copy of Certificate of Trainings / Seminars / Conferences / Workshops attended (include the module / program)

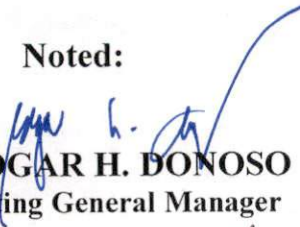
COMPLETE application documents / requirements must be submitted to the Human Resources Department or through email at mcwdrecruitment2@gmail.com not later than December 9, 2022. Applications with incomplete documents shall not be entertained. Applicants who will pass the initial screening will be contacted for a written examination.

MCWD adheres to the equal employment opportunity principle.

Approved:


ELSON C. ENGLIS *w f*
Manager, Human Resources Dept.

Noted:


EDGAR H. DONOSO
Acting General Manager

