



ADMINISTRATIVE ASSISTANT II (CASH CLERK III)

7 August 2025
DEADLINE OF SUBMISSION

Cash Office

PLANTILLA ITEM NO. UPSB-ADAS2-2204-2004

SG 8 ₱21, 448.00 monthly

MINIMUM QUALIFICATIONS

EDUCATION: Completion of two years studies in college (prior to 2018), OR
Completion of Grade 12/Senior High School (starting 2016)*

*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015

EXPERIENCE: One (1) year relevant experience;

TRAINING: Four (4) hours of relevant training;

ELIGIBILITY: Career Service (Subprofessional) First Level Eligibility

COMPETENCIES: Core (Level 2) Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making; **Technical (Level 2)** - Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery, Data/Records Management, Generating Reports and Documentation, Meeting Support Administration.

DUTIES AND RESPONSIBILITIES

Processing of Disbursement Vouchers and preparation of ADA. Findes, PesoNet and Check. Submission of Reports (RADAI/RCI). Perform other functions that may be assigned by the Chief.

APPLICATION DOCUMENTS

- Letter of Application;
- Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture CS Form No. 212, Revised 2017) which can be downloaded at hrdo.upm.edu.ph;
- Fully accomplished **Work Experience Sheet (WES)** with signature;
- Performance rating in the last rating period (If applicable);
- Photocopy of certificate of employment and training;
- Photocopy of certificates of eligibility/rating/license;
- Photocopy of Transcript of Records and Diploma;
- Cover letter identifying and summarizing all public service activities and impact of the activity (If any), and;
- Certificate issued by the organizing institution/office/group(e.g. certificate of participation). (If any)

QUALIFIED APPLICANTS should address their Letter of Application to:

MA. JANELLE D. GABION, Administrative Officer IV, HRDO, 8th Flr. PGH Building, Taft Avenue, Manila



Scan for **Online Application Form**; Or you may also apply thru **walk in** at the HRDO Office, 8th floor, PGH Central Block Building, Taft Avenue, Manila.

ONLY COMPLETE DOCUMENTS WILL BE ENTERTAINED.