

BULLETIN OF VACANT CONTRACTUAL POSITIONS

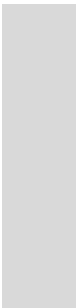
1.	Position	<u>CONTRACTUAL ACCOUNTING PROCESSOR/ ACCOUNTS MANAGEMENT ASSISTANT</u>
	Position Code	2024-001
	Salary	Php 23,692.00 / month
	Place of Assignment	Accounting Section - Finance and Administrative Division
	Requirements	Education: Bachelor's degree in finance-related course Eligibility: None Required Experience: At least one (1) year relevant experience in accounting works Training: None Required
	Additional Qualifications	<ul style="list-style-type: none"><li>Knowledgeable in MS Office Applications</li><li>With very satisfactory written communication and organization skills</li><li>Detailed-oriented, results focused, and with good time management skill</li></ul>
	Duties and Responsibilities	<ol style="list-style-type: none"><li>Pre-audit of Disbursement Vouchers, Purchase Orders, Itinerary of Travel and Liquidation of Cash Advances;</li><li>Assist in reconciliation of accounts;</li><li>Assist in preparation of reports;</li><li>Does other related works as instructed by the supervisor.</li></ol>

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2.	Position	<u>CONTRACTUAL CLERK</u>
	Position Code	2024-002
	Salary	Php18,703.00 / month
	Place of Assignment	Property Section - Finance and Administrative Division
	Requirements	Education: Bachelor's degree Eligibility: None Required Experience: None Required Training: None Required
	Additional Qualifications	<ul style="list-style-type: none"><li>Knowledgeable in MS Office Applications</li><li>With very satisfactory written communication and organization skills</li><li>Detailed-oriented, results focused, and with good time management skill</li></ul>
	Duties and Responsibilities	<ol style="list-style-type: none"><li>Monitor the online order of publications and respond to or update clients regarding their book orders via email;</li><li>Coordinate with the Cashier on the payment schemes of the customer;</li><li>Prepare publications, including packaging, and ship out the goods for delivery to the customers;</li><li>Assist in preparing Requisition and Issue Slip (RIS) and Report of Supplies and Materials Issued (RSMI) for the sale of publications;</li><li>Assist in updating Stock Cards for NHCP publications;</li><li>Assist in the day-to-day transactions of the Section.</li></ol>

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3.	<b>Position</b>	<b>CONTRACTUAL CLERK</b>
	<b>Position Code</b>	<b>2024-003</b>
	<b>Salary</b>	Php18,703.00 / month
	<b>Place of Assignment</b>	Records Section - Finance and Administrative Division
	<b>Requirements</b>	Education: Bachelor's degree Eligibility: None Required Experience: None Required Training: None Required
	<b>Additional Qualifications</b>	<ul style="list-style-type: none"><li>• Knowledgeable in MS Office Applications</li><li>• With very satisfactory written communication and organization skills</li><li>• Detailed-oriented, results focused, and with good time management skill</li></ul>
4.	<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Recording and releasing internal and external correspondences and records;</li><li>2. Digitization and indexing of internal and external correspondences and other records;</li><li>3. Responding to simple, routinary emails</li><li>4. Receiving and releasing communications through facsimile or email;</li><li>5. Filing and retrieval of office records and correspondences;</li><li>6. Attending to telephone calls and simple inquiries;</li><li>7. Attending to simple request for records.</li><li>8. Assist in the day-to-day transactions of the Section.</li></ol>
	<b>Position</b>	<b>CONTRACTUAL CLERK</b>
	<b>Position Code</b>	<b>2024-004</b>
	<b>Salary</b>	Php18,703.00 / month
	<b>Place of Assignment</b>	Human Resource Management Section (HRMS) - Finance and Administrative Division
	<b>Requirements</b>	Education: Bachelor's degree Eligibility: None Required Experience: None Required Training: None Required
	<b>Additional Qualifications</b>	<ul style="list-style-type: none"><li>• Knowledgeable in MS Office Applications</li><li>• With very satisfactory written communication and organization skills</li><li>• Detailed-oriented, results focused, and with good time management skill</li></ul>
	<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Review, organization, and digitization of all 201 files, leave and DTR folders;</li><li>2. Assist in the recruitment process (i.e. preparation of handouts, documents, and other logistical requirements in HRMPSB meetings, etc.);</li><li>3. Input of data on the Human Resource Management Information System (HRMIS);</li><li>4. Assist in the preparation and compilation of ISO-related documents including updating of registered forms and procedures</li><li>5. Attend to other intervening tasks:</li></ol>



- a. Preparation of simple memoranda, letters etc.
- b. Preparation/encoding of monthly/quarterly reports (KPI reports, customer feedback report)
- 6. Processing of day-to-day transactions (releasing/receiving of documents; attend to telephone calls; processing of simple request for documents; photocopying of documents;
- 7. Assist in the day-to-day transactions of the Section.

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**INSTRUCTIONS/REMARKS TO APPLICANTS:**

Duration of contract: until December 2024; renewable for FY 2025 or every six (6) months

NHCP encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identity expressions (SOGIE) to submit the following documents:

- 1. Letter of Application addressed to:  
**Ms. Rosario V. Sapitan**  
Chief Administrative Officer  
& OIC, Office of the Deputy Executive Director for Administration
- 2. Updated Personal Data Sheet (PDS) with recent passport picture (CS Form 212 revised 2017) and Updated Work Experience Sheet (WES / CS Form 212 attachment) – downloadable from the CSC website-(Pls. follow the instructions in filling-up the PDS and WES;
- 3. Diploma and Official Transcript of Record
- 4. Certificate of Trainings (if any)
- 5. Certificate of Employment with Actual Duties and Responsibilities (if any/applicable)

QUALIFIED APPLICANTS are advised to email their application to [hrms@nhcp.gov.ph](mailto:hrms@nhcp.gov.ph). Kindly include the keyword “**JOB APPLICATION**” to your e-mail subject and indicate the **POSITION, POSITION CODE** and the **PLACE OF ASSIGNMENT** where the vacant position is located.

**Deadline of submission of applications is on 28 August 2024.**

Only applications with COMPLETE documents will be processed.

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Date of Posting: 16 August 2024