



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Tanggulang Pambansa
Department of National Defense

VACANCY ANNOUNCEMENT
As of 18 August 2017

Position/ SG : ACCOUNTANT III, SG-19
Item Number : OSEC-DNDB-A3-21-2000
Office : OFFICE OF THE ASSISTANT SECRETARY FOR
FINANCIAL MANAGEMENT (OASFM)

QUALIFICATION STANDARDS

Education : Bachelor's degree in Commerce / Business
Administration Major in Accounting
Work experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : RA 1080

We are inviting interested personnel to apply for the vacant position and to submit the following documents to the Office of the Assistant Secretary for Human Resource (OASHR), Room 101, DND Building, Camp General Emilio Aguinaldo, Quezon City not later than 28 August 2017:

1. Letter of Application *addressed to Asec. Antonio L. Bautista, Assistant Secretary for Human Resource (ASHR)*
2. Personal Data Sheet (PDS)
3. Resume/Curriculum Vitae (CV)
4. Transcript of Records (*photocopy*)
5. Diploma (*photocopy*)
6. Certificate of Eligibility/ RA 1080 (*photocopy*)
7. Certificate of Trainings/Seminars attended (*photocopy*)
8. Awards/Letters of Commendations received (*photopy*)
9. Latest Performance Rating for two (2) rating periods (*photocopy*) (*for Government employees*)

Kindly bring the original documents for validation upon submission of requirements to OASHR. Only applicants with complete documents shall be considered for evaluation. Further, only shortlisted applicants shall be contacted.

For further inquiries, you may contact the Civilian Personnel Division, OASHR, DND at the following telephone numbers: (02) 911 6546 / 982 5670 / 911 6001 local 8341.