

Position Title	:	Administrative Assistant II
Place of Assignment	:	Cash Division PRC-Central Office P. Paredes Street Corner N. Reyes Street, Morayta Manila
Qualifications		
Education	:	Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course.
Experience	:	One (1) year relevant experience
Training	:	Four (4) hours relevant training
Eligibility	:	None required
Others	:	Proficient in basic bookkeeping and familiar with government transaction reports (e.g., payroll systems/software and technologies); Excellent knowledge of MS Excel and word; Effective communication skills and proficient in writing; Adequate numerical and analytical skills to manage large volumes of date; Working knowledge of government payroll process/regulations and ability to ensure compliance.

Job Description

1. Monitor payroll processing and schedules;
2. Preparation of Financial Data Entry System (FinDES);
3. Maintain accurate records of payroll transactions and documentation;
4. Address and resolve of payroll-related inquiries and discrepancies, including over/underpayments;
5. Coordinate with HRDD, Landbank of the Philippines (LBP), and the Accounting Division for payroll adjustments;
6. Reconcile payroll discrepancies between the FinDES and actual payroll reports;
7. Collaborate with HRDD and Accounting on all payroll adjustments;
8. Maintain confidentiality and security of all payroll-related data;
9. Pay close attention to details such as errors or irregularities that may impact payroll accuracy;
10. Ensure reconciliation and balance between payroll records and FinDES prior to fund releases; and,
11. Perform other relates functions.

Salary

Equivalent to Salary Grade 8 or Php974.91/day

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **03 June 2025** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes Street Corner N. Reyes Street, Morayta, Manila
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