

All interested applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOG) are encouraged to apply for the position:

POSITION TITLE : Administrative Aide VI (Cash Clerk II) **SG-6**
Item Number: **NWRB-DENR-ADA6-11-2004**
SALARY : **16,200.00**
LOCATION : ADMINISTRATIVE & FINANCIAL DIVISION

Minimum Qualification Requirements:

Education : Completion of two-year studies in college
Experience : None required
Training : None required
Eligibility : Career Service Sub-Professional (First Level Eligibility)

Duties & Responsibilities:

- Supervises and participates in the work of a small group of cash clerk engage in receiving small individual amount of money over the counter;
- Receives cash and checks involving large individual amount for the deposits in the National Treasury or for payment of goods, commercial bills and receivables, service rentals taxes and other charges;
- Reviews collection reports and prepares summary;
- Deposits or turn over to cashier daily collections;
- Issues receipts for money received and classifies receipts by accounts or accountable forms;
- Posts to supervisors and deposits collection daily. Renders reports or accountable forms;
- May cash checks and payout cash for vouchers;
- May assist in the payment of salaries and performs skilled clerical work;
- Perform other jobs that maybe assigned by the immediate supervisor from time to time.

Assessment Process:

1. Initial Assessment Steps
 - a. Personnel & Records Section Pre –screening
 - b. Human Resources Merit Promotion and Selection Board (HRMPSB) screening (Paper Evaluation)
2. Further Assessment Steps
 - a. Interview
 - b. Other work-related written examinations

Documentary Requirements:

*All interested qualified applicants shall submit the following to the Personnel & Records Section, 8th Floor NIA Bldg. EDSA, Q.C., or email to: personnel@nwr.gov.ph

- a. Letter of application,
- b. Updated Personal Data Sheet,
- c. Individual Performance Commitment and Review (IPCR) (for Promotional Appointment),
- d. Photocopy of Eligibility, and
- e. Photocopies of Certificate of Trainings/Seminars attended.

*Applicant who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.

Other Relevant Information:

*Candidate/s found by the PSB to have met the Minimum Qualification Requirements and successfully hurdled the Assessment Process will be certified by the HRMPSB as qualified for appointment/promotion to the subject vacancy.

Dr. SEVILLO D. DAVID Jr., CESO III
Executive Director

Date of Publication: March 15, 2021
Date of Posting: March 15 – 26, 2021