



Republic of the Philippines
Early Childhood Care and Development Council

4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City, 1605
 Contact & Fax No.: (02) 8571.4615 / 8571.6590 / 8571.6833 / 8571.8041
 Email Address: helpdesk@eccdcouncil.gov.ph | comms@eccdcouncil.gov.ph

POSITION TITLE	ACCOUNTANT III
STATUS	CONTRACTUAL PLANTILLA
MONTHLY SALARY	Php 53,873
OFFICE ASSIGNMENT	Finance Unit
MINIMUM QUALIFICATION STANDARDS	<p>Education: Bachelor’s Degree in Commerce/Business Administration major in Accounting or others related to the job</p> <p>Work Experience: At least 2 years of relevant experience preferably in government financial processes, reporting and rules and regulations</p> <p>Training: 8 hours of relevant training</p> <p>Eligibility: RA 1080 (CPA)</p>
JOB DESCRIPTION	<ul style="list-style-type: none"> • Provides assistance in undertaking and managing the financial system of the ECCD Council including all bookkeeping functions. • Reviews and signs disbursement vouchers for payment of all ECCD Council’s expenditures and ensure that all supporting documents are complete and proper. • Reviews and signs financial reports and related documents. • Checks journal entries in the disbursement vouchers and books of accounts. • Prepares cash flows and aging of receivables and payables. • Reviews, analyzes and monitors the Reports of Fund Utilization submitted by the Local Government Units and procurement agents with regard to the downloaded funds for the establishment of the National Child Development Centers (NCDC) nationwide, procurement of NCDC contents and for other purposes. • Prepares communications to COA and other related offices concerning financial affairs of the ECCD Council. • Attends/participates in ECCD Council’s meetings and events. • Participates in official trips and provides needed support to on-going projects/programs when needed. • Provides assistance and coordination with other Units of the Council to support the overall program of ECCD Council. • Updates job knowledge by participating in educational opportunities. • Prepares and submits reports and documents as may be required by management. • Performs other related tasks as may be assigned from time to time.

For interested applicants, you may send the following documents through email not later than **(February 14,2025)**. Applications with incomplete requirements and submitted beyond the deadline will not be entertained.

1. Application Letter stating the desired position addressed to **Ms. Necitas D. Largo – Chief Administrative Officer;**
2. Duly Accomplished Personal Data Sheet (CSC Form No.212) with latest passport size photo and thumbmark,
3. Work Experience Sheet (CSC Form No. 212 attachment)
4. Scanned copy of Transcript of Records and Diploma
5. Scanned copy of Certificates of training/seminar attended
6. Scanned copy of Certificate of Employment from the previous employers

Files should be in a PDF and must NOT be compressed into archive file formats such as RAR or ZIP. If applying for multiple positions, submit a separate set for each.

Any application emailed to hr@eccdcouncil.gov.ph shall use the email subject (Surname_Position Title), unless otherwise it will not be entertained nor processed.

Sample Email Subject:

- **CRUZ_ ACCT III**

Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

*Qualified applicants will be notified thru text message and/or email.

Note: All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.