



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

<b>POSITION TITLE</b>	ACCOUNTANT III
<b>STATUS</b>	CONTRACTUAL PLANTILLA
<b>MONTHLY SALARY</b>	Php 59,153.00 – SG 19
<b>OFFICE ASSIGNMENT</b>	Finance and Administrative Unit – Accounting Section
<b>MINIMUM QUALIFICATION STANDARDS</b>	<b>Education:</b> Bachelor’s Degree in Accountancy or major in Accounting <b>Work Experience:</b> At least 2 years of relevant experience preferably in government financial processes, reporting and rules and regulations <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> RA 1080 (CPA)
<b>JOB DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Oversees and supervises the Accounting Section and all accounting/bookkeeping operations of the ECCD Council.</li><li>• Reviews and certifies disbursement vouchers, journal entries, financial reports, and other accounting documents to ensure accuracy and compliance with government accounting and auditing rules.</li><li>• Ensures proper recording, reconciliation, and maintenance of financial accounts and reports in accordance with COA, DBM, NGAS, and other applicable regulations.</li><li>• Prepares and analyzes cash flow reports, aging of receivables/payables, and other financial management reports.</li><li>• Monitors and evaluates fund utilization and liquidation reports submitted by LGUs and implementing partners for ECCD programs, including National Child Development Centers (NCDCs), pursuant to RA 12199.</li><li>• Provides technical assistance and coordinates with oversight agencies and partner offices on accounting and financial matters.</li><li>• Strengthens internal controls, accounting systems, and financial procedures to promote accountability and operational efficiency.</li><li>• Supervises and mentors accounting personnel and supports capability-building initiatives.</li><li>• Participates in official activities and submits required financial reports and other documents as directed by management.</li><li>• Performs other related accounting, financial management, and supervisory functions as may be assigned.</li></ul>

For interested and qualified applicants should signify their interest in writing addressed to: **TERESITA G. INCIONG**, *Executive Director* and attention to: **NECITAS D. LARGO**, Chief Administrative Officer.

Submit the following requirements not later than **May 29, 2026** thru this link: <https://forms.gle/VKNSebcepJTceAC4A>

1. Duly Accomplished **Personal Data Sheet** (CSC Form No.212, revised 2025) with latest passport size photo and thumbmark and
2. **Work Experience Sheet** (CSC Form No. 212 attachment) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of **Transcript of Records and Diploma**;
4. Photocopy of **Certificates of training/seminar attended**;
5. Photocopy of **Proof of Eligibility** (Certification, Rating, License, and etc.);
6. Photocopy of **Certificate of Employment** from the previous employers (*if applicable*);
7. Valid **NBI Clearance** (Photocopy); and
9. Photocopy of your **TIN ID**

Applications with incomplete requirements and submitted beyond the deadline will not be entertained.

\*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.*