


NOTICE OF JOB VACANCY

Position: ACCOUNTANT II	Salary Grade: 16
	Monthly Salary: P 43,560.00
DIVISION: Finance Service	OFFICE: Accounting Section
ITEM NO: A2-750018-2022 (1 position)	
Minimum Qualification Standards (per CSC QS Manual)	
Education: Bachelor's degree in Commerce/Business Administration major in Accounting	
Experience: 1 year of relevant experience	
Training: 4 hours of relevant training	
Eligibility: RA 1080 (Certified Public Accountant)	
Additional Qualifications Preferred: (End-User's Preference)	
Education: Bachelor's degree in Commerce/Business Administration major in Accounting	
Experience: 1 year of relevant experience	
Training: 4 hours of relevant training	
Eligibility: RA 1080 (Certified Public Accountant)	
<p>Interested and qualified applicants should register at hrmo.spmcdvo.net and submit the following to the Human Resource Management Office, viz:</p> <ol style="list-style-type: none"> Application Letter addressed to Dr. Ricardo B. Audan, FPAFP, FPSMSG, DPA, CHA 1) Medical Center Chief II, Southern Philippines Medical Center, J.P. Laurel Avenue, Davao City, stamped received by that office; 2) Printed copy of Personal Data Sheet (PDS) encoded at the HRMO Web Portal. 3) Duly accomplished Work Experience Sheet (WES) - https://tinyurl.com/5wua6mf8 4) Photocopy from authenticated copy of Diploma and Transcript of Records (<i>authenticated by the school registrar</i>) 5) Photocopy of unexpired PRC License 6) Photocopy from the authenticated copy of Board Rating 7) Photocopy of Certificate of relevant trainings/seminars attended, if reflected in the PDS 8) Photocopy of Certificate of Previous Employment, if reflected in the PDS 9) Individual Performance Commitment Review (IPCR) accomplishment of January - June 2025 10) Duly accomplished Competency Proficiency Assessment Form (Form available @ HRMO) 	
<p>Note:</p> <ol style="list-style-type: none"> 1) Only applications with <u>complete supporting documents filed within the deadline shall be processed</u>. 2) Those found to be qualified shall be scheduled to take the qualifying examinations. The passing grade that an applicant must obtain is Eighty Percent (80%). 3) Applicants who passed the qualifying examinations shall undergo the Behavioral Events Interview (BEI). 4) All qualified next-in-rank based on the System of Ranking of Positions (SRP) are encouraged to apply. Failure to do so shall be deemed waiver of their interest in the vacant positions. 5) Persons with disability (PWD), indigenous people and those with diverse sexual orientation, gender identity and expression (SOGIE) are encouraged to apply. 6) Only shortlisted applicants will be notified. 	
Date Posted: 07/10/2025	Deadline for Submission: 07/25/2025
Prepared by: <div style="text-align: center;">  EMMANUEL R. DRIZ, CPA, MPA Supervising Administrative Officer, HRMO </div>	Noted by: <div style="text-align: center;"> RICARDO B. AUDAN, MD, FPAFP, FPSMSG, DPA, CHA Medical Center Chief II </div>
Date Prepared: 07/10/2025	Date Signed: 07/10/2025