

We are Hiring (Contract of Service)

(1) ACCOUNTANT I – SG12 – ₱ 31,262

Qualification Standards

Educational Requirements:	Bachelor’s Degree in Commerce/Business Administration major in Accounting
Experience Requirements:	None required
Training Requirements:	None required
Eligibility:	R.A. 1080

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 31, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOCELYN G. REYES

Chief Administrative Officer

6th Floor, PPL Building, 1000 United Nations Avenue, cor San Marcelino Street, Paco, Manila, 1007

Telephone No.: (02) 8708-8656

E-mail: nationalarchives@nationalarchives.gov.ph /

nap_hrm@nationalarchives.gov.ph

Reminder:

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED