



## NOTICE OF CONTRACT OF SERVICE VACANCY March 31, 2025

Position Title : **Two (2) Financial Analysts - Contract of Service**

Contract Duration : **April 1, 2025 to June 24, 2025**

Salary : **PHP 38,694.00 per month**

Project : **PIDS In-House Project titled "Administrative Support to All PIDS Projects"**

### Qualifications:

- Bachelor's degree relevant to the scope of work
- Passed the Certified Public Accountants Licensure Exam (RA 1080)
- Knowledgeable and familiar with government auditing standards, Government Accounting, Taxation, Financial Management
- Organized and demonstrate strong written and oral communication skills

### Scope of Work:

The COS workers, under the direct supervision of the Division Chief of the Accounting and Control Division, shall undertake the following tasks/activities:

For COS Worker 1

1. Check the completeness of documents and prepare the disbursement voucher and tax certificate if any.
2. Maintain up-to-date records of all processed disbursement vouchers and tax certificates.
3. Verify budget of cash advances upon requests of FTO/LTO/SO.
4. Check the completeness of the documents of liquidation submitted and monitor the submission within the reglementary period.
5. Maintain up-to-date records of the processed cash advances and monitoring of liquidation in compliance with the reglementary period as prescribed by the oversight agencies.
6. Assist in the preparation of a summary of tax deductions and tax certificates of the contract of service (COS) payroll.

For COS Worker 2

1. Assist in the inventory count of supplies and PPE accounts at year-end.
2. Reconcile balances of PPE's and supplies per record against inventory count at year-end.
3. Reconcile GSIS, PHIC and HDMF remittances monthly per record.
4. Reconcile BIR remittances per record of taxes withheld monthly, quarterly and annually.
5. Assist in the preparation of BIR form 2316.



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6. Perform other related tasks that may be assigned by the Division Chief, or the AFD Department Manager.

### Requirements:

1. Application letter addressed to PIDS President
2. Certificate of Civil Service Eligibility/ PRC  
- Optional
3. Performance Evaluation from the last rating period  
(if coming from another government agency)
4. Personal Data Sheet
5. PIDS Information Sheet
6. Training Certificates
7. Transcript of Records
8. Updated Resume/CV
9. Work Experience Sheet

Interested and qualified applicants may submit their requirements at <https://recruitment.pids.gov.ph/>. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

**Deadline** : **April 07, 2025**