

Place of Assignment : APO QUEZON CITY

Position Title : General Accountant

Salary/Job/Pay Grade : 5

Eligibility : Preferably Career Service (Professional) Second Level Eligibility or preferably Certified Public Accountant

Education : Bachelor's Degree in Accounting

Training : 48 hours relevant training

Work Experience : Two (2) years of relevant work experience

Competency :

Advancing Integrity
Optimizing Excellence
Promoting Professionalism

Instructions/Remarks :

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 June 19, 2026.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) 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:

CHARLENE P. ABOBO-RAYCO
Asst. Personnel Officer – Recruitment & Selection

2nd flr PIA Bldg., Visayas Avenue, Quezon City
charlene.abobo-rayco@apo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : June 2, 2026
Closing Date : June 19, 2026

Place of Assignment : APO QUEZON CITY

Position Title : Accounting Staff

Salary/Job/Pay Grade : 3

Eligibility : Preferably Career Service (Professional) Second Level Eligibility or preferably Certified Public Accountant

Education : Bachelor's Degree in Accounting, Finance or Business Administration

Training : 16 hours relevant training

Work Experience : One (1) year of relevant work experience

Competency :

Advancing Integrity
Optimizing Excellence
Promoting Professionalism

Instructions/Remarks :

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Documents:

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