



Office of the President of the Philippines

MAKE IT HAPPEN
THE PHILIPPINES

SUBIC-CLARK ALLIANCE FOR DEVELOPMENT

CAREER POSTING

Place of Assignment: Subic-Clark Alliance for Development (Clark Freeport Zone)

Position Title: Bookkeeper

Salary/Job/Pay Grade: 8

Eligibility: RA 1080 (CPA) or Career Service (Professional) Second Level Eligibility

Education: Bachelor of Arts in Accountancy/Banking and Finance/
Accounting Technology

Training: Not Required

Work Experience: Not Required

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 November 20, 2022.

Documents:

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:



3rd Floor, Building 2125, CDC Corporate Headquarters E. Quirino corner C. Garcia
Streets, Clark Freeport Zone 2023
(045) 599 7418 / 0917-8425496
info@scad.gov.ph | records@scad.gov.ph



Office of the President of the Philippines

THE PHILIPPINES
MAKE IT HAPPEN

SUBIC-CLARK ALLIANCE FOR DEVELOPMENT

EnP. Jerico D. Namoro, MPA

Director for Policy, Plans, and Programs

3rd Floor, Building 2125, CDC Corporate Headquarters E. Quirino corner C. Garcia Streets, Clark
Freeport Zone 2023
admin@scad.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date: October 28, 2022

Closing Date: November 20, 2022



3rd Floor, Building 2125, CDC Corporate Headquarters E. Quirino corner C. Garcia
Streets, Clark Freeport Zone 2023
(045) 599 7418 / 0917-8425496
info@scad.gov.ph | records@scad.gov.ph