

NOTICE OF VACANCY

15 January 2019

The management hereby announces below plantilla position vacant subject for filling up in accordance with the Coop's existing policy. All interested applicants are enjoined to **take note of the annotations as stated below.**

Plantilla Position	Item Code	Rank /Salary-Entry-Level	No. of Vacancy	Department / Office	Qualification Standard
Manager, Finance Services Department	MO.ML.02.01	20 / P30,000	1	Finance Services Department (FSD)	<ul style="list-style-type: none">• Graduate, BS in Business Administration, Commerce, or Accountancy.• Certified Public Accountant (CPA), or• Masters Degree in related field.• At least five (5) years progressive experience and effective supervision of ten (10) or more staff.• Adaptive of CANORECO's corporate culture.
Brief Description of the Post's General Function	Responsible for the over-all effective discharge of consumers accounting, general accounting, cashiering, meter reading, collection, and disconnection activities, and assists management in the formulation and implementation of sound, relevant and effective financial programs, policies, decisions and actions through the exercise of good advisory judgment and submission of timely and comprehensive verbal and written reports.				

Annotations:

- Submit an **APPLICATION LETTER** addressed to the General Manager stating the complete Plantilla Position and Item Code vying for **TOGETHER WITH** an authenticated copy of the corresponding support documents (*i.e. Transcript of Records (TOR), Diploma, Certificates for related courses, Valid License, Certificate/s of Employment, Good Moral Character, Certificates for related training/seminar, etc.*) through the ISD-Human Resources & Administration Division on or before **February 1, 2019.**
- The applicant must not be related to any incumbent regular employees, Board of Directors, or General Manager within the third (3rd) civil degree either by consanguinity or affinity.
- Priority shall be given to applicants from the regular working force, however, should no one qualifies from within, the external applicant shall be considered.
- An IQ Test for external applicant to be facilitated by the ISD-Human Resources & Administration Division is set on **February 7, 2019** at CANORECO Main Office. The applicant shall be notified accordingly through duly registered contact numbers.

ZANDRO R. GESTIADA
General Manager