



**Administrative Officer I  
(Cashier)\***

**DFA Consular Office - Cagayan de Oro**

Compensation: Grade 10 (Php 25,586.00)

Number of Vacant Positions: One (1)

Item Number: OSEC-DFAB-ADOF1-225-2018

Place of Assignment: 5th Floor BPO Tower, SM

Downtown Premier, Claro M. Recto Ave. cor

Osmeña Street, Cagayan de Oro City

**CSC Prescribed Qualification Standards:**

**Education:** Bachelor's degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service Professional/Second Level Eligibility

**Preferred Qualification Standards:**

**Education:** Bachelor's degree in Finance, Business Administration, Accountancy, or Accounting-related degrees;

**Training:** None;

**Experience:** With experience in customer service and cashiering

**Eligibility:** Career Service Professional/Second Level Eligibility

**Additional Qualifications:**

- ❖ Working knowledge of MS Office programs, particularly MS Excel;
- ❖ Can perform a high volume of numerical detail work with speed and accuracy;
- ❖ Can demonstrate accuracy and thoroughness, and can meet productivity standards of the organization;
- ❖ Trustworthy, dependable and exhibits willingness to work overtime.

**General Functions of the Position:**

- ❖ Cashiering services as collection officer for consular fees (passport, authentication and other services) from the applicants;
- ❖ Safeguards and deposits the collection to the Bureau of Treasury and Passport Revolving Funds Accounts;
- ❖ Prepares financial statements and report of collection for the inclusion to the general book of accounts;
- ❖ Performs other functions as may be required by management and other oversight government agencies.

\*This position is not eligible for foreign assignment.

Interested applicants are requested to submit in **PDF format** the following requirements **via email** at **[hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph)** and write in the subject line **Application for Cashier in CO CDO:**

- Duly accomplished DFA application form with colored photo (downloadable at [https://dfa.gov.ph/images/2022/Forms/DFA\\_Application\\_Form\\_Revision\\_02.pdf](https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf));
- Work Experience Sheet (downloadable at <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>);
- Updated resumé with colored photo;
- Copy of professional or second level civil service eligibility;
- Copy of transcript of records **and** diploma **or** certificate of graduation fresh graduates; and
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

**Incomplete submission of documents will not be accepted/processed.**

The most qualified applicants will be invited for a test and interview at the email address indicated in their application form.

**Deadline of submission of application is on 19 May 2025 at 5:00 P.M.**