

 Department of Education	POSITION AND COMPETENCY PROFILE	PCP No. _____	Revision Code: 00
Position Title	Administrative Officer I (CASH)	Salary Grade	10
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To assist the AOV - Cash in providing the RO with services in disbursement, cash collection, liquidation, and financial reporting in order to ensure efficient operation through proper utilization and timely disbursement of funds and liquidation of cash advances			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree		
Experience	No Required Experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	No Required Training		
B. Preferred Qualifications			
Education			
Experience	1 year relevant experience		
Eligibility			
Trainings	4 hours relevant training		
KRA	DUTIES AND RESPONSIBILITIES		
POLICIES AND GUIDELINES	<ul style="list-style-type: none"> Provide feedback and suggestion to Cashier III for improvements in the implementation of policies and procedures on cash management and cash safety 		
CASH COLLECTION	<ul style="list-style-type: none"> Receive and take custody of all cash funds, checks/validates entries in cash registry to verify accuracy and classify receipts by accounts to facilitate reporting. Record in cash registry book all types of collection made as basis for cash collection cash reports 		

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Turn over to Cashier III, cash collection and report on a daily basis. • Records and prepare advice of checks issued and cancelled as basis for cash reports. • Prepare and submit to Cashier III, report on cash inflow to the account of the RO to monitor cash availability for disbursement. • Implement control procedures to safeguard cash funds
DISBURSEMENT AND REMITANCES	<ul style="list-style-type: none"> • Checks records of cash disbursements and reconciliation with cash books to validate accuracy as basis for reports • Record check issuances and disbursements made and submit report on a daily basis to monitor bank balance • Controls and releases approved checks to DepEd creditors • Prepare documents for premiums and contribution • Records cash outflow and cash balance on a daily basis to monitor cash availability
SALARIES AND WAGES	<ul style="list-style-type: none"> • Assist Cashier III in negotiating bank transactions such as encashment of payroll, bank deposits and bank withdrawals • Verify salaries, overtime pay and traveling expenses vouchers • Assist Cashier III in undertaking payroll distribution and other disbursements
REPORTS	<ul style="list-style-type: none"> • Replenish accountable forms (such as official receipts, petty cash vouchers and the like) and turn over forms with replenishment report to Cashier III for safekeeping. • Prepare draft collection and deposit reports for Cashier III • Prepare draft report of checks issued and cancelled for Cashier III