

Instructions:

- 1) Please fill-up the form completely and avoid leaving blank items.
- 2) Search will commence once submitted to HR with complete requirements & data.
- 3) HR will contact the requesting party for any clarifications regarding the request.

Note: Approval of the CEO & PRESIDENT and/or CFO is necessary for requisitions for new (unbudgeted) headcount/ position.

EMPLOYEE REQUISITION FORM (ERF)

DETAILS OF REQUISITION

Date Requested: **Position/ Job Title:** **Dept/ Org.:** **Employment Status:**☒ Regular Employee☐ Contractual/ Project Employee☐ Consultant☐ OJT☐ Others:**Job Classification**☐ Executive☒ Supervisor☐ Sr. Manager☐ Entry Level☐ Manager/ Jr. Manager**Reporting to:** **Target Start Date:**

PURPOSE OF REQUISITION

☒ New requirement☐ Replacement for resigned employee☐ Replacement for transferred employees☐ Temporary requirement**Budget:** ☐ Budgeted☐ Unbudgeted (for approval)**Approved by:**Name & Signature

JOB SPECIFICATIONS

Job Objective

These are the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

The Cost Accounting Supervisor is responsible for overseeing the company's cost accounting processes, ensuring accurate recording, monitoring, and reporting of all cost-related transactions. The role aims to provide management with timely and reliable cost information to support decision-making, improve efficiency, and optimize profitability. This position will supervise the cost accounting team, implement internal controls, and ensure compliance with accounting standards and company policies.

Work and professional experience required

Minimum of 2 years focused on cost accounting in a manufacturing or agriculture setup

Ideal personality or behavioral competencies.

e.g. Can handle very stress full situations due to tight deadlines and other requirements of the business.

Persevering and diligent in performing detailed cost analysis and monitoring.
Highly analytical with strong attention to accuracy and completeness.
Strong sense of responsibility and integrity in handling financial data.
Proactive, resourceful, and able to work independently with minimal supervision.
Effective communicator and team player with the ability to lead and motivate subordinates.
Adaptable and willing to learn new systems and processes.

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JOB SPECIFICATIONS

Primary Responsibilities/ Duties

Identify tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance)
e.g. Perform Financial Analysis to support the business. Maximize shareholder value through optimal financing.

Supervise and oversee the day-to-day cost accounting activities of the department.
Ensure accurate recording, monitoring, and allocation of production and operational costs.
Prepare and review cost reports, variance analyses, and profitability reports on a timely basis.
Monitor inventory movements and conduct regular reconciliations with accounting records.
Develop, implement, and maintain standard costing systems and cost control procedures.
Recommend process improvements to enhance cost efficiency and operational effectiveness.
Ensure compliance with company policies, accounting standards, and internal control procedures.

What Skills or required certifications or licenses are needed?

e.g. CPA, MBA, MS. Finance but not required

None

Educational Background required

Bachelor's degree in Accounting, Finance, or related field; CPA is an advantage.

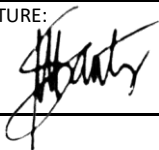
Years of experience required

Minimum of **2 years focused on cost accounting** in a manufacturing or agriculture setup.

REMARKS:**REQUESTED BY (HIRING MANAGER):**

NAME:
Rochelle Lyka Santos - Briones

SIGNATURE:

**ENDORSED BY (DEPARTMENT HEAD):**

NAME:
Reginald S. Gripal

SIGNATURE:

