

## 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

<b>Date Requested:</b>	<input type="text" value="10/18/24"/>	<b>Employment Status:</b>		
<b>Position/ Job Title:</b>	<input type="text" value="Accounts Payable Supervisor"/>	<input checked="" type="checkbox"/> Regular Employee	<input type="checkbox"/> Contractual/ Project Employee	
<b>Dept/ Org.:</b>	<input type="text" value="Finance"/>	<input type="checkbox"/> Consultant	<input type="checkbox"/> OJT	
		<input type="checkbox"/> Others:	<input type="text"/>	
<b>Job Classification</b>	<input type="checkbox"/> Executive	<input type="checkbox"/> Sr. Manager	<input checked="" type="checkbox"/> Manager/ Jr. Manager	
	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Entry Level		
<b>Reporting to:</b>	<input type="text" value="Accounting Manager"/>	<b>Target Start Date:</b>	<input type="text" value="ASAP"/>	

### REQUESTING ORGANIZATION

<input type="checkbox"/> Metro Pacific Investments Corp. (MPIC)	<input type="checkbox"/> Metro Pacific Agro Ventures Inc. (MPAV)
<input type="checkbox"/> Metpower Ventures Partners Holdings Inc (MVPHI)	<input checked="" type="checkbox"/> Others <input type="text" value="Universal Harvester Dairy Farms Inc."/>

### PURPOSE OF REQUISITION

<input checked="" type="checkbox"/> New requirement	<input type="checkbox"/> Replacement for resigned employee
<input type="checkbox"/> Replacement for transferred employees	<input type="checkbox"/> Temporary requirement
<b>Budget:</b> <input type="checkbox"/> Budgeted	<b>Approved by:</b> <input type="text" value="R. Monahan"/>
<input type="checkbox"/> Unbudgeted (for approval)	
<small>Name &amp; Signature</small>	

### 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.

Processing accounts payable and all other payments prior to endorsement to treasury for actual payment

#### Work and professional experience required

Working in a manufacturing environment, dairy company a plus

#### Ideal personality or behavioral competencies.

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

Integrity is important

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**EMPLOYEE  
REQUISITION FORM  
(ERF)****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.

Please see attached.

**What Skills or required certifications or licenses are needed?**

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

Please see attached

Accounting knowledge is important

Educational Background required

Years of experience required

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

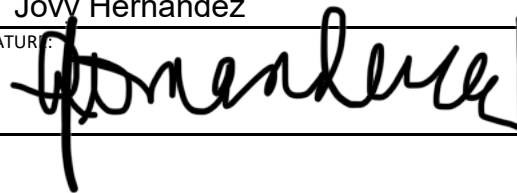
NAME: Reginald Gripal

SIGNATURE:

**ENDORSED BY (DEPARTMENT HEAD):**

NAME: Jovy Hernandez

SIGNATURE:



# THE LAGUNA CREAMERY INC.

## Job Description

### I. JOB IDENTIFICATION

<b>JOB TITLE</b>	:	<b>AP Supervisor</b>
<b>JOB LEVEL</b>	:	
<b>SECTION</b>	:	Accounting/Finance
<b>DEPARTMENT</b>	:	<b>Accounts Payable</b>

### II. ORGANIZATION SCOPE AND RELATIONSHIPS

<b>Reports To</b>	:	Accounting/Finance Manager
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<b>Full supervision over</b>	:	Department
<b>Partial supervision over</b>	:	None

#### COORDINATES

<b>Internally with</b>	:	All Departments
<b>Externally with</b>	:	

### II. BASIC FUNCTION

- Accounts Payable

### IV. DUTIES AND RESPONSIBILITIES

- Supervise the team of AP staff who process the Accounts Payable vouchers.
- Oversee the whole AP cycle and ensure that an appropriate policy and system in place.
- Review the accounting entries made on the AP Voucher by the staff.
- Ensure the proper charging of accounts as to Cost Center is made.
- Review the Accounting entry used in the disbursement transaction.
- Proper coordination with Treasury Team as to availability of Funds.
- Review the business process of the AP unit and recommend a better procedure if necessary.
- Develop an ideal leadtime for processing payment for each type of disbursement.
- Create an office policy relative to the payment and disbursement protocol subject to the concurrence of all business units concerned.
- Draft an internal Memorandum to all when new regulations and updates about disbursement for info dissemination.
- Equip self on the latest standards and government regulations relative to disbursement administration.

- Attendance of meetings as required by the Finance Manager and top Management.
- Any ad hoc assignments that may be assigned by the top management from time to time.

## V. QUALIFICATION GUIDES

<b>Education</b>	:	Graduate of BSA
<b>Licensure</b>	:	Preferably a CPA
<b>Experience</b>	:	At least 2-3 years supervisory experience in Accounts Payable.
<b>Competencies</b>		Knowledgeable with the basics of accounting specially journal entries
<b>Special Courses/Training</b>		Adept with SAP operation
<b>Physical Effort/ Working Condition</b>	:	Good communication skills, with sense of urgency, can work under pressure, willing to extend extra hours to get things done, proactive, honest/intact integrity

*I hereby understand and accept my duties and responsibilities as described above. I will ensure adherence to standard office procedures, rules and regulations and perform my job according to agreed standards of performance.*

<b>Conforme by Incumbent Jobholder</b>	:		<b>Date</b>	:	
<b>Approved by Chief Finance Officer</b>	:		<b>Date</b>	:	