

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:	10/18/24		
Position/ Job Title:	Accounts Receivable Supervisor		
Dept/ Org.:	Finance		
Employment Status:			
<input checked="" type="checkbox"/> Regular Employee <input type="checkbox"/> Contractual/ Project Employee			
<input type="checkbox"/> Consultant <input type="checkbox"/> OJT			
<input type="checkbox"/> Others: _____			
Job Classification	<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	
Reporting to:	Accounting Manager		Target Start Date: 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 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			
Budget: <input type="checkbox"/> Budgeted <input type="checkbox"/> 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.	
Billing and Collection work ensuring that all invoices and deliveries are accounted and billed. Then ensure collections are done on or before invoice due date.	
Work and professional experience required Working in a manufacturing environment, dairy company a plus Experience in collections would be needed, not necessarily accounting experience or core since its more processing than accounting	
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	

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)

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

Educational Background required

Years of experience required

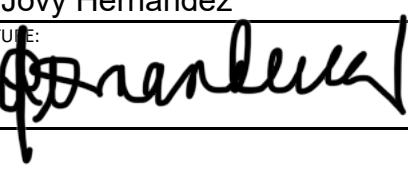
REMARKS:
REQUESTED BY (HIRING MANAGER):

NAME:
Reginald Gripal

SIGNATURE:


ENDORSED BY (DEPARTMENT HEAD):

NAME:
Jovy Hernandez

SIGNATURE:


THE LAGUNA CREAMERY INC.

Job Description

I. JOB IDENTIFICATION

JOB TITLE	:	AR Supervisor
JOB LEVEL	:	
SECTION	:	Accounting/Finance
DEPARTMENT	:	Accounts Receivable

II. ORGANIZATION SCOPE AND RELATIONSHIPS

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

COORDINATES

Internally with	:	All Departments
Externally with	:	Accounts/customers

II. BASIC FUNCTION

- Accounts Receivable

IV. DUTIES AND RESPONSIBILITIES

- Supervise and mentor the accounts receivable team, ensuring accurate and timely processing of invoices and collections.
- Oversee the general ledger entries related to accounts receivable.
- Monitor and enhance the efficiency of the billing process.
- Manage bank reconciliation and resolve any discrepancies.
- Lead month-end closing activities related to accounts receivable.
- Prepare and analyze financial reports on accounts receivable performance.
- Collaborate with other departments to resolve customer issues and improve service delivery.
- Conduct regular audits of accounts receivable processes for compliance and accuracy.
- Develop and implement processes to improve operational efficiency.

V. QUALIFICATION GUIDES

Education	:	Graduate of BSA
Licensure	:	Preferably a CPA
Experience	:	At least 2-3 years supervisory experience in Accounts Receivable.
Competencies	:	
Special Courses/Training	:	Adept with SAP operation
Physical Effort/ Working Condition	:	Good communication skills, with a sense of urgency, can work under pressure, 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.

Conforme by Incumbent Jobholder	:		Date	:	
Approved by Chief Finance Officer	:		Date	:	