

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 Payable 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. 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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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

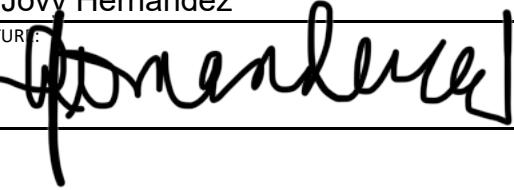
Please see attached

Accounting knowledge is important

Educational Background required

Years of experience required

REMARKS:

REQUESTED BY (HIRING MANAGER):	ENDORSED BY (DEPARTMENT HEAD):
NAME: Reginald Gripal	NAME: Jovy Hernandez
SIGNATURE: 	SIGNATURE: 

THE LAGUNA CREAMERY INC.

Job Description

I. JOB IDENTIFICATION

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

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	:	

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

Education	:	Graduate of BSA
Licensure	:	Preferably a CPA
Experience	:	At least 2-3 years supervisory experience in Accounts Payable.
Competencies		Knowledgeable with the basics of accounting specially journal entries
Special Courses/Training		Adept with SAP operation
Physical Effort/ Working Condition	:	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.

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