

## NOTICE OF VACANCY

as of December 9, 2021

Position : **REGIONAL BOOKKEEPER**  
Designation :  
Salary : **SG 9 (Php 19, 952. 00)**  
Number of Vacancy : **2**  
Area of Assignment : **Regional Program Management Office – Accounting Section**  
Status of Employment : **Cost of Service (January- December 2022)**

### Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree in Business Administration (Financial Management, Accounting Technology, or Finance Related Course)**  
Training : **At least (eight) 8 hours of related training**  
Experience : **At least one (1) year of related experience**  
Eligibility : **None Required**

### Job Functions:

1. Prepares Journal Entry Vouchers (JEVs) for the project specifically the barangay fund transfers and Notice of Transfer Allocation (NTA);
2. Prepare Disbursement Vouchers for various remittances;
3. Maintain books of accounts, subsidiaries, records and files of the project's transactions;
4. Oversees that internal control system designed and installed to safeguard resources of the project is being maintained;
5. Draw up common Chart of Accounts for the project for the use by Central and Regional Offices;
6. Assist in the preparation of financial reports of the project and regular funds of the DSWD;
7. Render additional services as authorized in the exigency of the service which shall be compensated accordingly.
8. Perform other functions that may be directed by the Regional Program Management for the implementation of the program.

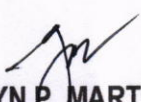
Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before December 16, 2021**.

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Personal Data Sheet with passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Transcript of Records;
4. Certificate of relevant trainings and seminars attended;
5. Barangay Certification stating that you have no illness and/or you are physically fit to travel;
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment (if applicable)

Note: Be reminded to indicate **APPLICATION FOR REGIONAL BOOKKEEPER - KALAHI** as the e-mail subject. Request for extension of submission and application with incomplete documents will not be facilitated.

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability and others.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114.

  
**GENEALYN P. MARTURILLAS**  
AO V/ HRPMS Head  
December 9, 2021