

Date: 20 December 2021

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **permanent** position with details as follows:

Office: Financial Management Division

SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)

Item number : OSEC-DSWDB-SADOF-65-2015
Compensation : SG 22 (Php 68,415.00)
Place of Assignment: Financial Management Division

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's Degree
Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Experience : At least three (3) years of relevant experience on financial management
Training : Sixteen (16) hours of relevant training
Eligibility : Career Service (Professional) / Second Level Eligibility

JOB DESCRIPTION:

Acting as Officer-in-charge of the Financial Management Division, the SAO shall ensure and efficient and effective implementation of accounting policies and guidelines for proper management of financial resources of the FO; ensure timely compliance with reporting requirements of oversight agencies and statutes; provide management with relevant information in decision-making process; and evaluate and analyze the financial performance of various units/offices of the FO.

Functions and Responsibilities:

1. Support the attainment of the FO objectives and targets;
2. Ensure implementation of Division plans and commitments;
3. Oversees the day-to-day activities of the Division;
4. Formulate and implement fiscal policies and guidelines of the agency;
5. Review and consolidate the Field Office budget proposal;
6. Prepare the annual plans of the Field Office;
7. Ensure propriety, legality and completeness of claims and financial transactions;

8. Provide the management and oversight agencies with timely, relevant and accurate financial reports;
9. Provide financial advice and options to enable management to make sound financial decisions on matters relating to management of resources;
10. Provide various units/offices with advice and assistance on budgetary, financial and cash management matters;
11. Perform other related tasks that may be assigned, including possible assignment to higher designations.

Job Outputs:

1. Completed staff work;
2. Sound financial management;
3. Work and financial plan and cash program;
4. Briefing papers and technical reports;
5. Transaction monitoring tools/reports;
6. Technical assistance provided;
7. Improvement of processes.

Applicants should be guided by the following **Criteria for Evaluation:**

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score of ETE and those who obtained a high average percentile on IQT

Secon Shortlisting: Top five (5) highest rating but overall rating should not less than 80%

Interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before 31 December 2021**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of duly filled out** Personal Data Sheet with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with **Work Experience Sheet**, which can be downloaded at www.csc.gov.ph);
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.


*******IMPORTANT REMINDERS*******

- a. Walk-in applicants will not be entertained in observance to the new normal.
- b. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must not be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR SAO (AO IV) - FMD** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

Request for extension of submission and application with Incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

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


GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section