

Date: 17 January 2022

### **NOTICE OF VACANCY (REPOST)**

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

**Office: Promotive Services Division- KALAHI**

#### **SUPERVISING ADMINISTRATIVE OFFICER**

Item number : N/A  
Compensation : SG 22 (Php 69,963.00)  
Place of Assignment: KALAHI Regional Program Management Office

#### **CSC PRESCRIBED QUALIFICATION STANDARDS:**

Education : Bachelor's degree in Social Work  
Experience : Three (3) years of relevant experience  
Training : Sixteen (16) hours of relevant training  
Eligibility : Career Services (Professional)/Second Level Eligibility

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in Accountancy or related discipline. Certified Public Accountant (CPA) with Master's or degree in the above field is preferred.  
Experience : At least three (3) years of financial management is a supervisory capacity  
Training : Sixteen (16) hours of relevant training  
Eligibility : Career Services (Professional)/Second Level Eligibility

#### **JOB DESCRIPTION:**

The Supervising Administrative Officer (SAO) for Finance is the Head of the Program Financial Management Team and is responsible in the overall regional implementation of the financial management systems and procedures by the Program and Government Laws, rules and regulations. He/she shall carry out tasks in line with the key result areas such as: Proficiency in financial management and delivery in technical assistance; effective and responsive financial plans, transparent and accountable resource allocation; updated and accurate financial data shared within the project and finance-related grievances and audit/review findings timely responded and resolved. He/she shall likewise be responsible in **i)** Training program FMS to LGUs, Program and organic staff and other stakeholders **ii)** Providing RPMT with policy recommendations to promote economy, efficiency and effectiveness in the financial system of the program; **iii)** Reviewing and analysing financial reports for the RPMT and Central Office Financial Unit on the status of fund utilization, program areas, action undertaken and recommended course of action; **iv)** Ensuring that all program financial documents (DVs, RFRs and other documents that may be required) are completely submitted to COA-RO on the time and monitor compliance/progress/status by the community-beneficiaries on the COA issued AOMs; and **v)** Supervising, monitoring and

providing technical assistance to the Program FM staff. The SAO shall ensure that activities are aligned with the RPMO KC-NCDDP Work and Financial Plan (WFP) and relevant directives from the NPMO.

### **Functions and Responsibilities:**

#### **Regional Finance**

- Review the accuracy, completeness, and legality of all documents supporting the Request for Fund Release(RFR) transmitted by the SRPMO for funding.
- Maintain Request for Fund Release (RFR) monitoring database.
- In coordination with the PRMT:
  - Prepare the Regional Project Work and Financial Plan.
  - Monitor utilization of the Regional Project Funds in accordance with the approved WFP. Provide technical inputs and strategies on the prioritization of the activities pending the release of fund.
  - Ensure timely submission of the following financial monitoring reports :
    - Uses of Funds by Project Activity
    - Sources and uses of funds
    - Statement of expenditure
    - Statement of receipts and disbursements
  - Provide technical assistance on the management's response and comments on COA issued AOMs.

#### **Community Finance**

##### **Pre-Engagement Activities**

- Train SRPMO on how to:
  - Conduct orientation on the LCC.
  - Provide technical assistance the LGU in the preparation of local counterpart contribution plan.
- Verifying compliance of LGU on the start-up finance related condition precedents prior MOA signing.

#### **Project Implementation**

**Ensure that the internal control measures are in the place and functional for the economical, efficient, and effective implementation of community-approved subprojects.**

##### **Program of Works**

- In coordination with the RCIS, provide technical assistance to SRPMO in the review of Program of Work particularly on the reasonableness of unit costs and appropriates of items charge under the indirect cost.

##### **Funds Flow**

- Monitor LCC deliveries and ensure these are completely delivered prior to full release of community grant funds.

### **Subproject Funds Utilization**

**Ensure that the project funds are utilized as intended and in accordance with the program community procurement and finance guidelines.**

- Ensure FA products monthly community FM meetings.
- Conduct regional FM meetings with program FM staff.
- Conduct field visit to sub-projects particularly those with issues in fund utilization, meet with the community volunteers to discuss the problems and remedial measures to undertake.
- Monitor funds utilization against physical progress, and identify causes/reasons for variances, if any and take necessary recommendations.

### **Financial Reporting**

- Analyze the financial reports submitted by the SRPMO and communities, compare actual versus planned fund utilization; determine causes/reasons for variances and recommends appropriate actions.
- Ensure on time, complete and accurate submission of reports, both hard copies and e-reports to the Central Office Finance Unit.

### **Provision of Technical Assistance**

- Ensure that the SRPMO, particularly the Financial Analyst are technically equipped to
  - Provide appropriate technical assistance to ACTs and community volunteers;
  - Conduct community finance trainings prescribed by the project
  - Conduct orientation to O & M group on FMS.
- Assist in the monitoring on the O & M functionally particularly on the compliance of the FMS.

### **FM related grievances**

- Ensure that FM related grievances are acted upon immediately.
- Maintain database on status of FM related grievances (type B, C, D) and submit to NPMO on a quarterly basis.

### **Job Outputs:**

1. Reviewed and funded Requests for releases within the standard processing time;
2. Work and Financial Plan;
3. Financial Monitoring Reports (Uses of funds by project activity, sources and uses of funds and statement of expenditure);
4. Community financial reports (Regional Consolidated Status of Sub-Project Fund utilization report and regional consolidated status of local government counterpart contribution);
5. Training of RPMO/SRPMO/ACT/MCT and other stakeholders on program financial management system and procedures;
6. Databases: RFR Monitoring, Status of Community Grants, DV Monitoring;
7. Financial Directives and Guidelines;
8. Technical assistance and monitoring system; and resolution of finance-related grievances

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**

**Second 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](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before 20 January 2022**.

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](http://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-KALAHI** 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