

Date: 24 March 2022

NOTICE OF VACANCY

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: KALAHI CIDDSS CARAGA

BUDGET ASSISTANT

Item Number : N/A
Compensation : SG 9 (Php 20,402.00)
Place of Assignment : Regional Program Management Office

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's degree in Business Administration
Experience : At least one (1) year relevant experience
Training : None Required
Eligibility : None Required

PREFERRED QUALIFICATIONS:

Education : Graduate of Business Administration (Financial Management, Accounting Technology, or finance-related)
Experience : Minimum of one (1) year relevant experience
Training : At least eight (8) hours relevant trainings
Eligibility : None Required

JOB DESCRIPTION:

The Budget Assistant will ensure that funds are available for use of Program implementation. He/She will see to it that all budgetary requirements of the Project are included in the financial plan.

Functions and Responsibilities:

1. Monitor utilization of allotment per Statement of Allotment Advice (SAA) and per fund source
2. Prepare monthly Statement of Allotment and Obligation (SAOB) and submit to Central Office on time.
3. Assist in the preparation of financial reports of the Project and regular funds of DSWD;
4. Render additional services as authorized in the exigency of the service which shall be compensated accordingly.
5. Perform other functions that may be directed by the Regional Program Management for the implementation
6. Prepare requests for realignment if the need arises;

Job Outputs:

1. Obligation Requests
2. Statement of Allocation, Obligations Incurred and Balances

PAGE 1 of 3

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)	10%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score and only those who obtained an average percentile on IQT

Second Shortlisting: Top five (5) highest rating but overall rating should not be 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 March 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);
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended; and
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 position.
- c. Be reminded to indicate **APPLICATION FOR BUDGET ASSISTANT- KALAHI** as the e-mail subject.

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

PAGE 2 of 3