

Date: 15 May 2022

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has three (3) vacant **Contract of Service** position with details as follows:

Office: Crisis Intervention Section

Social Welfare Aide

Item Number : N/A
Compensation : SG 4 (Php 14,993.00)
Place of Assignment : (2) DSWD Field Office Caraga/ (1) CIS Satellite Office-Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree (Accounting and/or Finance is an advantage)
Experience : At least one (1) year relevant experience
Training : At least four (4) hours relevant training
Eligibility : With or Without eligibility

JOB DESCRIPTION:

Under the immediate supervision of the CIS Section Head/SWAD Team leader, the SWA Aide involves clerical works (i.e. encoding, checking and review of documents and etc.) and does other related works.

Functions and Responsibilities:

1. Checking and reviewing of all submitted Disbursement Vouchers;
2. Incoming the PSP-AICS Disbursement Vouchers from AND to Integrated Financial Monitoring System (InFiMoS)
3. Encoding of soft copies of the Statement of Accounts of Service Providers;
4. Collating statement of accounts to corresponding folders for each service providers;
5. Tracking status of vouchers processed payments;
6. Perform other related tasks that shall be assigned by their immediate supervisor.

Job Outputs:

1. Monthly Report
2. Accomplishment Report

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% or 45 points of the maximum total score of the ETE
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 23 May 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of duly filled out** notarized 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 or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
5. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
6. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

*******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 SWAide – CIS** 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