

Date: August 1, 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: Promotive Services Division – KALAHI CIDSS

FINANCIAL ANALYST III

Item Number : N/A
Compensation : SG 18 (Php 45,203.00)
Place of Assignment : KC Regional Program Management Office Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Accountancy or any other Business Related Courses. Post-Graduate degree and/or RA 1080/CPA will be an advantage
Experience : At least two (2) years relevant experience, preferably in a government institution
Training : At least eight (8) hours of relevant training, preferably in government accounting systems
Eligibility : None Required

JOB DESCRIPTION:

The Financial Analyst III shall ensure that Requests for Fund Release are complete, accurate and valid before endorsing to the RPMO for funding. He/She shall provide technical assistance and support to ensure that funds released to communities are utilized as intended and in accordance with the rules and procedures prescribed in the Program Community-Based Finance Manual as well as government laws, rules and regulations.

Functions and Responsibilities:

1. Review the accuracy, completeness, and legality of all documents supporting the Request for Fund Release (RFR) transmitted by the ACT for endorsement to RPMO for funding; Monitor the number of days of review and approval of RFR per Unit (i.e. Finance Unit, Engineering Unit, SDU). Provide feedback to the Sub-Regional Head in case any one of the Units consistently exceeds its allotted number of days;
 - Conduct field visit to ACT and communities with approved subprojects
 - Check compliance of the MFA on prescribed Program FM Monitoring System;
 - Discuss FM concerns that need intervention if any, and
 - Review status of FM related grievances, if any;
 - Conduct field visit to Communities with approved subprojects at least twice during its entire implementation
 - Audit the veracity and legality of utilization of the community grant funds;
 - Check existence and review the correctness of required financial books and records; and
 - Determine causes of delay in fund utilization;

2. Attend in the scheduled fiduciary workshops at the municipal level to witness proceedings and provide feedback to the SAO for immediate actions, if necessary;
3. Provide timely feedback to the SAO and RPC on the results of field visits;
4. Prepare SRPMO Consolidated Work and Financial Plan;
5. Prepare Community Financial Reports (Sub-Regional Consolidated Status of Sub-Project Fund utilization Report and Sub-Regional Consolidated Status of Local Counterpart Contribution);
6. Train ACT/MCT and other Stakeholders on Program Financial Management Systems and Procedures; Perform other functions that may be directed by the Regional Director or the Assistant Regional Director.

Job Outputs:

1. Reviewed Requests for Release within the standard processing time;
2. RPMO Consolidated Work and Financial Plan;
3. Community Financial Reports (Sub-Regional Consolidated Status of Sub-Project Fund utilization Report and Sub-Regional Consolidated Status of Local Counterpart Contribution);
4. Training of ACT/MCT and other Stakeholders on Program Financial Management Systems and Procedures;
5. Databases: RFR Monitoring, Status of Community Grants, DV Monitoring;
6. Technical Assistance and Monitoring System; and
7. 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%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score of 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 7 August 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 FA - III** 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) 303-8620 local 114.


GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section