

Date: 12 December 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: Social Pension Program**

### **ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)**

Item Number : N/A (Reference No. FOCARAGA-COS-ADAS3-000012)  
Compensation : SG 9 (Php 20,402.00)  
Place of Assignment : DSWD Field Office Caraga

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Accountancy, Financial Management, or other related degrees  
Experience : At least one (1) year of relevant work experience  
Training : At least eight (8) hours of relevant training  
Eligibility : With or without eligibility

### **JOB DESCRIPTION:**

Under general supervision and with limited latitude for the exercise of independent judgment, performs simple but responsible subprofessional work pertaining to financial management in the implementation of the Social Pension Program.

### **Functions and Responsibilities:**

1. Check and review voucher of Cash Advances of SDO as to the correctness, accuracy, and completeness of attachments;
2. Check and review liquidation report of SDO/paid or unpaid beneficiaries in the Social Pension Information System (SPInS);
3. Check, review, and attach *pagtugot* documents to payroll;
4. Prepare and submit Report of Disbursement of Social Pension Cash Grant Releases to the Commission on Audit;
5. Scan liquidation reports and payrolls and upload said documents to the SPInS;
6. Prepare JEV for non-cash transaction to the Integrated Financial Monitoring System (INFIMOS);
7. Assist in the conduct of payout to Social Pensioners; and
8. Perform other related tasks as may be assigned by the Supervisor.

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

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|---------------------------------|-----|
| • Education (E)                 | 25% |
| • Training (T)                  | 10% |
| • Experience (E)                | 25% |
| • Initial Qualifying Test (IQT) | 5%  |
| • Special Exam (Technical)      | 15% |

- 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

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

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before 22 December 2022**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
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 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- a. All applications shall **ONLY** be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.

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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph/>.

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

