

Date: 09 January 2023

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: Promotive Services Division – KALAHI CIDSS

MUNICIPAL FINANCIAL ANALYST

Item Number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment : Provincial/Municipal Based within Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Accounting, Accounting Technology, or any business/finance related course
Experience : At least one (1) year of relevant experience, preferably in a government institution
Training : At least eight (8) hours of relevant training
Eligibility : None Required

JOB DESCRIPTION:

Under the general supervision of the Promotive Division Head, The Municipal Financial Analyst will provide technical support for the implementation of the program KALAHI CIDSS

Functions and Responsibilities:

Ensure that costs of subproject proposals are complete, economic, and reasonable.

1. Provide technical assistance in the preparation and review of Program of Works particularly on the reasonableness of unit costs and appropriateness of items charged under the Indirect Cost.
2. Evaluate ceiling for Overhead/Admin (Indirect Cost) cost vis-à-vis Total Subproject Cost based on prescribed parameters indicated in the Infra Manual.
3. Evaluate committed LCC whether these are reasonable and appropriate in relation to the subproject.

Ensure compliance to internal control measures put in place for the economical, efficient and effective implementation of community-approved subprojects.

1. Assist the BSPMCs, including the different units or teams under them through job coaching in a) setting up of the cash book and Local Counterpart Contribution Journal, and recording of transactions, b) doing Bank Reconciliation, and c) preparation of Status of Subproject Fund Utilization Report.
2. Review all requests for fund release including the required supporting documents. Maintain a database that shows the status of the reviewed RFRs.
3. Review and sign all Disbursement Vouchers prior to Area Coordinator's signature of the check. Make sure that no check has been signed by the AC without the DV being properly reviewed. Any incident where AC failed to subject the DV for review prior to signing the check must be immediately reported to the RPMT.
4. Review accuracy of costs assigned by Community Facilitators on the Voucher for Local Counterpart Contribution (VLCC) for CBIS as well as completeness of its supporting documents.
5. Monitor delivery of Local Counterpart Contribution for SPI and CBIS and provide timely feedback to AC for appropriate action in case of potential delay.
6. Initiate monthly community meetings on financial management along with the review of financial documents and other required financial reports.
7. Monitor and validate financial project status of the barangays through field visits.
8. Submit monthly feedback report to the Regional Financial Analyst as regards community financial management system.

Ensure compliance to the Project's financial reportorial requirements.

1. Prepare and timely submit municipal financial monitoring reports to the RPMT and the MLGU-Accountant or designated KC finance focal person. Make sure that soft reports are properly back-up with hard copies.
2. Collect and timely submit original paid disbursement vouchers and its supporting documents to COA thru the RPMT.
3. Collect and timely submit Status of Subproject Fund Utilization Reports prepared by the Community Bookkeepers. Make sure that the books of the BSPMCs are up-to-date and that they maintain complete copies of all financial reports including Bank Snapshots/Statements and Bank Reconciliation Statements.
4. Maintain a complete file of municipal reports such as vouchers for LCC for CBIS and its supporting documents.
5. Maintain a complete file of transmittal letters or acknowledgement receipts of all submitted documents and reports.

Job Outputs:

1. Signed Tripartite MOA
2. Fully endorsed BP2 Families to LGU
3. Computation table of Livelihood Support for SARO request
4. Updated Case Folios of BP2 family beneficiaries
5. Filed documentation of BP2 processes, meetings and activities
6. Memorandum, letters and proposed policy document
7. Monthly, Quarterly and Progress Reports
8. Implementation trends and analysis provided to supervisors
9. Feedback reports
10. Regional Master list

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% or 45 points of the maximum total score of ETE

Second Shortlisting: Top Five Highest rating but overall rating should not less than 80%

Interested and qualified applicants may submit their application through recruitment.focrg@dswd.gov.ph, with the complete scanned copies of the following documents below **on or before JANUARY 15, 2023.**

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 recruitment.focrg@dswd.gov.ph


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