

Date: 22 February 2023

## **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 (Liquidation)**

Item number : N/A  
Compensation : SG 18 (Php 46,725.00)  
Place of Assignment: DSWD – Field Office Caraga

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor of Science in Business Administration major in Accounting, Bachelor of Science in Accountancy, Management Accounting or Financial Management and other Business Related Courses.  
Experience : At least two (2) years of relevant and progressive work experience on financial management, budgeting, accounting and auditing.  
Training : At least sixteen (16) hours of relevant training in fiscal administration, government financial management, budgeting, accounting and auditing systems  
Eligibility : None Required

### **JOB DESCRIPTION:**

Under the general supervision of the Regional Program Coordinator, the Financial Analyst III shall provide monitoring and technical assistance support in ensuring that funds released for the implementation of the program are timely liquidated for the purpose and in accordance with the rules and procedures prescribed in the KALAHI-CIDSS finance manuals, circulars and guidance as well as government financial management, budgeting, accounting and auditing laws, rules and regulations.

He/she will ensure that all funds utilized are properly and timely liquidated and all closing related activities for the implementation of sub-projects at the communities are properly consolidated, corroborated, monitored, tracked and reported across financial reporting databases and systems.

### **Functions and Responsibilities:**

1. Maintain a data bank and copy of all financial reports and documents relative to sub-project liquidation and closing related activities readily accessible and available at all times. Ensure that all documents are properly stored in the finance data bank or drive;

- reporting databases and systems. Ensure veracity, consistency, completeness and accuracy.
3. Co-administer the NFMS to ensure functionality and accessibility at all times especially liquidation data, report and status;
  4. Monitor timely closing of accounts of sub-projects;
  5. Monitor timely booking of assets;
  6. Monitor timely liquidation of funds;
  7. Monitor timely submission of disbursement vouchers and financial reports to the Commission on Audit;
  8. Review disbursement vouchers and financial reports;
  9. Reconcile remaining balance of SSUF with the Accounting Unit for proper reference of the COA. Ensure that all funds are properly accounted for and properly supported by documents for verification and validation;
  10. Review and monitor submission of LGUs on Report of Disbursement and Utilization (RDU) and Reports of Checks Issued (RCI) relative to Liquidation;
  11. Regularly coordinates with the RPMO and NPMO finance group to ensure timely submission of liquidation reports.
  12. Generates liquidation reports for submission as requested by supervisors or as needed. Ensure consistency, accuracy, correctness among financial reports and databases;
  13. Reports to the office beyond the approved work arrangements that may be instructed by the supervisors and deemed necessary in the exercise of duties and responsibilities;
  14. Perform other related tasks as may be assigned by the immediate supervisor.

**Job Outputs:**

1. Closing related documents databank
2. RCI and RDU databank
3. COA Transmittal databank
4. SSUF databank
5. LBP Certificates databank
6. Up-to-date National Financial Management System
7. Up-to-date liquidation Database or Summary Report
8. Due from Reconciliation Report
9. JEV and LGU Certification on Booked Assets
10. RDs Certification on Booked Assets
11. Disbursement Vouchers
12. Financial 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)	15%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
<b>Total</b>	<b>100%</b>

**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 <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before MARCH 4, 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 <https://caraga-iris.dswd.gov.ph/>.

  
**GENELYN P. MARTURILLAS**  
Administrative Officer V

Human Resource Planning and Performance Management Section