

Date: **09 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 **Contractual** position with details as follows:

Office: Financial Management Division/ Pantawid Pamilyang Pilipino Program**ADMINISTRATIVE OFFICER II**

Item number : N/A
Compensation : SG 17 (Php 27, 000.00)
Place of Assignment: Within Region Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Finance, Accounting, and related courses
Training : At least eight (8) hours of relevant training
Experience : At least two (2) years of relevant experience
Eligibility : None Required

JOB DESCRIPTION:

The Administrative Officer II is tasks to monitor the cash grants distribution, identify concerns, gaps and recommend measures for improvement to management and ensuring that the cash grants are delivered to and received by the beneficiaries through the fastest and most efficient manner.

Job Functions and Output:

1. Review and consolidate all cash grants related to requests and reports prepared by the Municipal Roving Bookkeeper;
2. Expedite the turn- out of the EMV aging of accounts;
3. Maintain an updated tracking report of all cash grants related requests;
4. Review Travel Expense (TE) claims;
5. Maintain an updated Payment Reconciliation System;
6. Maintain an updated inventory of all LBP and non- LBP Automated Teller Machine (ATM) and Point of Sales (POS);
7. Assist and facilitate the queries and concerns of walk-in clients; and
8. Perform other related tasks required by the supervisor.

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 <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before FEBRUARY 20, 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 Sections