

Date: 31 March 2023

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **four (4)** vacant **Contract of Service** positions with details as follows:

Office: Protective Services Division

ADMINISTRATIVE ASSISTANT III

Item number : N/A
Compensation : SG 9 (Php 21,211.00)
Place of Assignment: Cash Section (1)
Budget Section (1)
Accounting Section (2)

PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Accounting, Accounting Technology, Business Administration and/or other Finance-related courses
Experience : At least one (1) year relevant experience
Training : At least four (4) hours relevant training
Eligibility : With or without eligibility

JOB DESCRIPTION: (Budget Section)

Under immediate supervision, performs clerical functions in the Budget section and does other related work.

Functions and Responsibilities:

1. Record and account all allotment (GAA/SARO/SAA's) received.
2. Review all received documents for earmarking (Project Proposals/ Purchase Requests)
3. Obligate all transactions received with complete documentary requirements in accordance to existing laws and COA rules and regulations.
4. Update the e-copy of Monthly Budget and Financial Accountability Reports (BFARs)/SAOB.
5. Monthly updating of Registry of Allotments, Obligations and Disbursement (RAOD) per allotment class.
6. Provide copy of Fund Utilization Report (FUR) per P/A/P to respective Program focal with WFP monitoring report.
7. Update the monitoring report of Work and Financial Plan (WFP) for review by the WFP focal.
8. Update the status of Earmarked transactions in the google sheet by encoding the obligated amount/remarks.
9. Prepare Request/s for Withdrawal, Fund Augmentation and/or Realignment/Reallocation with justification.
10. Record Notice of Obligation Request and Status Adjustment (NORSA).
11. Encode the obligations in the BUR.
12. Assist the Budget Section Head/Program Focal in the preparation of Budget Proposal for the succeeding year (if applicable) in coordination with PDPS.
13. Coordinate with Administrative Officer of SOCPEN as to budget concern.
14. Performs other tasks as assigned by the Supervisor.

JOB DESCRIPTION: (Cash Section)

Under immediate supervision, performs clerical functions in the Cash section and does other related work.

Functions and Responsibilities:

1. Take charge of all Social Pension vouchers with corresponding cash advances to assigned SDO.
2. Ensure completeness of vouchers and all supporting documents before the issuance of check.
3. Reviews payroll and ensures completeness of all supporting documents as attachment to liquidation advances.
4. Determines the number of unpaid beneficiaries in the payroll and coordinates for possible schedule of next payout.
5. Maintains records and files of all documents related to Social Pension Transactions.
6. Perform other task/functions as maybe assigned by the Unit Head.

JOB DESCRIPTION: (Accounting Section)

Under immediate supervision, performs clerical functions in the Accounting section and does other related work.

Functions and Responsibilities:

1. Check and review of voucher of Cash Advances of SDO as to correctness, accuracy and completeness of attachments.
2. Check and review liquidation report of SDO/Paid or Unpaid beneficiaries in the SPINS.
3. Maintain updated financial record at the Social Pension Information System.
4. Preparation and submission of Report of Disbursement of Social Pension Cash Grant releases to the Commission of Audit (COA).
5. Scan liquidation reports and payrolls and uploading it to the SPINS.
6. Checked, reviewed and attached Pagtugot documents to payroll.
7. JEV preparation for non-cash transactions to INFIMOS.
8. Assist the conduct of pay-out to Social Pensioners.
9. Performs other tasks as assigned 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%
● Competency-Based 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 the 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 through <https://caraga-iris.dswd.gov.ph>, with the complete scanned copies of the following documents below **on or before 5 April 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