

Date: **24 April 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 Cost of Service** positions with details as follows:

**Office: Promotive Services Position - KALAH!**

#### Municipal Financial Analyst (MFA - Repost)

Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: Provincial/ municipal based within Caraga Region

#### PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Accountancy and/or other relevant Business-related fields  
Experience: At least one (1) year of combined experience in planning, monitoring, evaluation, research, data analysis, report writing, database management, and implementation of development project  
Training : At least four (4) hours of training in any of the following program/ project management; monitoring and evaluation; community development; participatory approach in development; health and nutrition programs; community education; or participatory local governance  
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 KALAH!-CIDSS.

#### Functions and Responsibilities:

Ensure the compliance of 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 complete file of municipal reports such as vouchers for LCC for CBIS and its supporting documents;
5. Maintain an complete file of transmittal letters or acknowledgement receipts of all submitted documents and reports;
6. Perform other related tasks as maybe assigned or required by the immediate 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 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 APRIL 30, 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