

Date: **09 JUNE 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

ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)

Designation : Municipal Roving Bookkeeper
Item number : N/A
Compensation : SG 9 (Php 21,211.00)
Place of Assignment: Provincial Operations Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Accountancy or other related course
Training : At least eight (8) hours of relevant training, preferably in Government Accounting Systems
Experience : At least one (1) year of relevant experience
Eligibility : None required but having a license/ eligibility is an advantage

Job Functions and Output:

1. Coordinates with the City/Municipal Link the approved schedules of payouts to ensure availability of beneficiaries;
2. Reviews the payroll list and payroll summary as indicated in the checklist;
3. Conducts cash grants payouts, validate beneficiaries' identity and sign the payroll list;
4. Secures the original copies of payroll lists and certificate of accounts from the Service Providers;
5. Provides e-copy of the payout details in accordance with the prescribed format of reports and with remarks;
6. Provides e-copy of updated and reconciled database per city/municipality prescribed by the program;
7. Updates into the Integrated Payouts Database (IPOD) with the list of unpaid beneficiaries and with remarks;
8. Attends Cash Grants Review and Liquidation Workshop;
9. Provides e-copy of transmittal of requests for cash card replacement, locking, lifting, change MOP and TOF;
10. Submits to LBP servicing branch the cashcard replacement transmittal with ACRUF;
11. Provides list of available cash card/ prepaid card and/ or pin mailer;
12. Prepares and submits monthly work plan and actual activities;
13. Performs 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)	10%
• Interview	15%
• 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 June 18, 2023**.

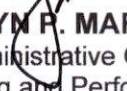
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
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