

Date: **30 July 2023**

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **two (2)** vacant **Contract of Service** positions with details as follows:

Office: Promotive Services Division - KALAHI

Financial Analyst II

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: DSWD Field Office CARAGA

PREFERRED QUALIFICATIONS

Education : Bachelor's degree in Accountancy, Accounting Technology or Finance - related courses
Experience : At least eight (8) hours relevant experience
Training : At least one (1) year relevant trainings
Eligibility : None required

JOB DESCRIPTION:

The Financial Analyst II shall be the in-charge of the verification and consolidation of community financial reports. As such, he/she shall maintain an updated database of funds released and utilized. As the primary responsible person on reports, he/she is the source of all community financial data for analysis of other unit staff.

Functions and responsibilities:

1. Ensure that status of community grant releases and utilization is validated and up to date.
2. Maintain a database of all approved subprojects. It must include the following data:
 - a. Approved Total Subproject Cost per phase and cycle.
 - a. Amount of Grants Requested, Released, Utilized, and Refunded.
 - b. Amount of LCC Delivered and Utilized per donor.
 - c. Amount of DVs submitted to COA.
3. Validate e-reports with the Status of Subproject Fund Utilization Reports.
4. Maintain a Report Monitoring database.
5. Issue an Acknowledgement Receipt for all received reports and maintain a complete file.
6. Neatly file reports and keep it in a filing cabinet.
7. Provide regular updates to the Regional Financial Analyst as to ACT performance on report submission.
8. Maintain file of Program of Works and LCC Monitoring Reports of each approved subproject.
9. Review Requests for Fund Releases, if needed.

10. Perform other functions that may be directed by the Regional Director or the Assistant Regional Director.
11. Recommend measures that will facilitate flow of funds without compromising the FM and COA policies, rules and regulations;
12. Act as Resource Person during ACT Orientation and RPMT/SRPMT conferences/meetings;
13. Perform other functions that may be directed by the Regional Program Management for the implementation of the Program.

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 JULY 6, 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*******

- All applications shall **ONLY** be submitted through the above-mentioned link.
- a. 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.
 - b. Requests for extension of submission and application with incomplete documents shall not be entertained.
 - c. 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