

Date: **30 June 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** position with details as follows:

**Office: Promotive Services Division - KALAHI****Financial Analyst III**

Item number : N/A  
Compensation : SG 18 (Php 46,725.00)  
Place of Assignment: DSWD Field Office CARAGA

**PREFERRED QUALIFICATIONS:**

Education: Bachelor of Science in Business Administration major in Accounting, Bachelor of Science in Accountancy, Management Accounting or Financial Management and other Business-related courses

Experience: At least sixteen (16) hours of relevant training in fiscal administration, government financial management, budgeting, accounting and auditing systems

Training : At least 2 years of relevant and progressive work experience on financial management, budgeting, accounting and auditing functions

Eligibility : None required

**JOB DESCRIPTION:**

The Financial Analyst III shall ensure that Requests for Fund Release are complete, accurate and valid before endorsing to the RPMO for funding. He/She shall provide technical assistance and support to ensure that funds released to communities are utilized as intended and in accordance with the rules and procedures prescribed in the Program Community-Based Finance Manual as well as government laws, rules and regulations.

**Functions and responsibilities:**

1. Review the accuracy, completeness, and legality of all documents supporting the Request for Fund Release (RFR) transmitted by the ACT for endorsement to RPMO for funding;
2. Monitor the number of days of review and approval of RFR per Unit (i.e. Finance Unit, Engineering Unit, SDU). Provide feedback to the Sub-regional Head in case any of the units consistently exceeds its allotted number of days;
3. Conduct field visit to ACT and communities with approved subprojects to:
  1. Check compliance of the MFA on prescribed Program FM Monitoring System;
  2. Discuss FM concerns that need intervention if any, and
  3. Review status of FM related grievances, if any;
4. Conduct field visit to Communities with approved subprojects at least twice during its entire implementation to:
  1. Audit the veracity and legality of utilization of the community grant funds;
  2. Check existence and review the correctness of required financial books and records; and
  3. Determine causes of delay in fund utilization;



5. Attend in the scheduled fiduciary workshops at the municipal level to witness proceedings and provide feedback to the RFA for immediate actions, if necessary;
6. Provide timely feedback to the RFA on the results of field visits;
7. Prepare SRPMO Consolidated Work and Financial Plan;
8. Prepare Community Financial Reports (Sub-Regional Consolidated Status of Local Counterpart Contribution);
9. Train ACT/MCT and other Stakeholders on Program Financial Management Systems and Procedures;
10. Perform other functions that may be directed by the Regional Director or the Assistant Regional Director.

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	<u>5%</u>
<b>Total</b>	<b>100%</b>

**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**\*\*\*\*\*

- 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