

Date: **14 AUGUST 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/ Pantawid Pamilyang Pilipino Program**Administrative Officer V (Financial Analyst III)**

Item number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: Financial Management Division – Budget Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree in Finance, Accounting, and Accounting Management
Training : At least 8 hours of relevant training in Budget Planning and Management
Experience : At least two (2) years of work-related experience in Budget Planning and Management¹
Eligibility : CS Professional
Skills : Proficient in the use of MS Office, especially MS Excel and MS Word; with advanced knowledge of budget management

JOB DESCRIPTION:

The role of the Administrative Officer V (Financial Analyst III) is to analyze financial data and provide recommendations that will aid the Pantawid Pamilyang Pilipino Program implementation and operations to achieve its goal and targets efficiently and effectively. Manage the funds and monitor utilization to ensure laws, policies, and guidelines are followed accordingly. Prepare and submit accountability reports regularly to ensure transparency in utilizing government funds.

Job Functions and Output:

1. Prepare Budget Proposal and Work and Financial Plan for the Pantawid Pamilyang Pilipino Program;
2. Ensure regional compliance with the approved Work and Financial Plan and other deliverables as directed;
3. Prepare scheduled and special reports such as but not limited to Work and Financial Plans Monitoring, Monthly Disbursement Plans, Financial Accountability Reports, and other financial reports;
4. Evaluate budget programming and develop recommendations for most cost-effective funding mechanisms for the organization;
5. Provide Fund Utilization Report to the Division Chief of the program and tracking of transactions charged against the program funds;
6. Perform budget secretariat functions;
7. Provide technical assistance along budget matters to the Program Coordinators and/or anybody in need;
8. Perform other related functions that may be assigned from time to time by the HOPE and other officials.

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%
• 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 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 AUGUST 24, 2023.**

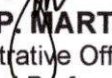
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);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


DR. GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section