

Date: **17 OCTOBER 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 **Contract of Service** position with details as follows:

Office: PROTECTIVE SERVICES DIVISION / CRISIS INTERVENTION SECTION

Social Welfare Assistant

Item number : N/A
Compensation : SG 8 (Php 19, 744.00)
Place of Assignment: DSWD – Field Office Caraga

PRESCRIBED QUALIFICATIONS:

Education : Bachelor's Degree in Business Administration, Major in Operations Management, Accounting and/or Finance, I.T. graduate or any related four (4) years business course
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : With or without eligibility

JOB DESCRIPTION:

Under the immediate supervision of the CIS Section Head, the SWA is responsible for the encoding, summarizing and checking of the cash vouchers, prepares replenishments and liquidation reports and does other related clerical works.

Functions and Responsibilities:

1. Incoming the PSP-AICS Disbursement Vouchers from FO and Satellite Offices to Integrated Financial Monitoring System (InFiMos) with generation of DV numbers;
2. Check all submitted DVs and the attached documents' correctness from the billing to determine payments of issued paid and unpaid guarantee letters;
3. Encoded DV Date and DV numbers in the database of the FO & Satellite Offices' clients to determine payments of issued paid and unpaid guarantee letters;
4. Update Daily Tracking of Vouchers Processed: FO and Satellite Offices;
5. Monitoring/tracking of unpaid NON-MOA GL's, Report of unclaimed, cancelled and staled check of AICS various service providers payments status.

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 OCTOBER 21, 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