

Date: 27 FEBRUARY 2024

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)

Item number : N/A
Compensation : SG 9 (Php 21,211.00)
Place of Assignment: Field Office – Budget Section

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the Job
Training : At least four (4) of relevant training
Experience : At least one (1) year of relevant work experience
Eligibility : None required but having a license/ eligibility is an advantage
Skills : Proficient in the use of Microsoft Office, especially MS Excel and MS Word

GENERAL FUNCTION:

The role of the **Administrative Assistant III (Senior Bookkeeper)** shall ensure that funds are available for use of program implementation, certifies for the obligation of allotment for all types of funds, prepares and recommends budgetary requirements for inclusion in the financial plan of the Financial Analyst III and conducts periodic budget review and analysis on the status of allotment and expenditures; perform other function that may be directed by the Regional Project Coordinator and the Division.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Sub-allotment Advices or SAAs received, accounted and monitored and maintain fund allotment slip for filing and reference;
2. Review and earmark Project Proposals/ Purchase Requests for funds availability;
3. Obligate all transactions received with complete documentary requirements in accordance to existing laws and COA rules and regulations and charging of all PPAs;
4. Maintain obligation request slip for updating & filing and maintain subsidiary of obligation request & status;
5. Preparation and submission of Budget and Financial Accountability Reports – RAOD (Registry of Allotment, Obligations and Disbursements), Fund Utilization Report, and Work and Financial Plan Monitoring Report and other Financial Reports;
6. Submit Request/s for Withdrawal, Fund Augmentation and/or Modification with justification to Central Office;
7. Record Notice of Obligation Request and Status Adjustment (NORSA); and
8. Provides assistance in the management of the Program/Project's programs and activities and performs other related functions.

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 March 4, 2024**.

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