



Date: 18 June 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 **permanent** position with details as follows:

Office: Office of the Regional Director

ADMINISTRATIVE OFFICER IV (Management and Audit Analyst II)

Item Number : OSEC-DSWDB-ADOF4-48-2015
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment : Field Office – Internal Audit Unit

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Finance, Accounting, Legal Management, Applied Mathematics, Statistics, Economics, Development Studies, Research or equivalent combination of education, certification and experience

Training : At least 32 hours of relevant training in internal audit, organizational management, planning, finance, and its equivalent

Experience : At least 2 years of work-related experience in internal audit, planning, organizational management, policy writing and/or research in development and government work

Eligibility : Career Service (Professional) Second Level Eligibility/ RA 1080

Skill : Intermediate Leadership and managerial skill
 Able to innovate and streamline processes for efficiency and service effectiveness
 Effective negotiation, communication and interpersonal skills
 Excellent numerical and analytical skills
 Intermediate presentation skills
 Attention to details and problem-solving skills
 Excellent time management skill and ability to multi-task and prioritize work
 Proficient in MS Office and other applications

JOB DESCRIPTION:

The Administrative Officer IV (Management and Audit Analyst II) shall act as the Head of the Internal Audit Unit. He/She takes the lead in providing Technical Assistance to the ODSUSs of Field Office Caraga in complying the five general objectives of internal control, which are: safeguarding of assets, checking of accuracy and reliability of accounting data, ensuring economical, efficient and effective operations, compliance with laws and regulations and adherence to managerial policies. He/She also prepares and endorses audit work plans and programs for the conduct of compliance, management and/or operations audits covering administrative and/or operational systems, processes, procedures, or activities of the Field Office.

Functions and Responsibilities:

1. Prepares and endorses the Regional Internal Audit Agenda for the Year;
2. Prepares and endorses audit work plans and programs for the conduct of various audits in the Field Office;
3. Lead the conduct of audit procedures and activities in accordance to the approved audit plans and programs;

4. Review the Management's extent of compliance with laws, government regulations, management policies and guidelines as well as the statutory and regulatory requirements of the Commission on Audit (COA), the Department of Budget and Management (DBM) and other offices;
5. Reviews the adequacy of internal control system for safeguarding the assets and resources of the FO to determine if they are accounted for and safeguarded from losses of all kinds;
6. Ascertain the reliability and integrity of programmatic, operational, and financial information and the means used to identify, measure, classify and report such information;
7. Review and evaluate the soundness, adequacy and application of accounting, financial and other operating controls and promote the most effective control at reasonable cost;
8. Review the Field Office's compliance to COA's Management Letter (ML), Audit Observation Memoranda (AOM), Notice of Suspensions (NS) and Notice of Disallowance (ND);
9. Conduct cash count and/or monitoring of cash advances/transfer of funds and liquidations by employees and LGUs/NGOs/POs;
10. Conduct validation/ monitoring/ spot check on different programs and services implementation at the FO;
11. Provide technical assistance to employees and other intermediaries along internal control;
12. Perform functions as secretariat and member of assigned committees;
13. Review and consolidate responses for the submission of Consolidated Annual Audit Report to the Central Office;
14. Conduct/ witness inventory and disposal and provide technical assistance if needed;
15. Prepare letters, correspondence, minutes of meeting, internal office memoranda and the like;
16. Formulates and proposes policy and process improvements to achieve efficiency of service delivery and administrative systems; and
17. Performs other related tasks as maybe assigned by immediate supervisor.

Work Condition:

Occasional overtime may be required; Some travel and field work are required; Fast paced office environment; Strong focus on providing quality service to internal customers; Work a flexible schedule including extended office hours, weekends and holidays; Work additional hours based on demands requiring overtime; Must be able to deal with stressful office conditions while troubleshooting problem.

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 the 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 30 June 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 Certification, Authentication & Verification (CAV)/ Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license;
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.

*******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 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>.

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