



Date: **2 July 2024**

### NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **two (2)** vacant **Contractual** position with details as follows:

**Office: Financial Management Division – Accounting Section**

#### Administrative Assistant III – Municipal Roving Bookkeeper

Item number : N/A  
 Compensation : SG 9 (Php 21,211.00)  
 Place of Assignment: Within Caraga Region

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Finance, Accounting, Applied Mathematics, Statistics, Economics, or equivalent combination of education, certification and experience  
 Experience: At least two (2) years of work-related experience in accounting and/or bookkeeping  
 Training : At least eight (8) hours of relevant training in accounting and/or bookkeeping  
 Eligibility : None required but having an eligibility is an advantage  
 Skills : Proficient in the use of MS Office, especially MS Excel, effective negotiation, communication and interpersonal skills, attention to details and problem-solving skills, excellent time management skill and ability to multi-task and prioritize work

#### FUNCTIONS AND RESPONSIBILITIES:

The role of the **Municipal Roving Bookkeeper** is to ensure that the cash grants are delivered to and received by the beneficiaries through the fastest and most efficient manner.

#### **Primary Task:**

1. Transmit the endorsement letter prepared by FA II to LBP Servicing Branches
2. Follow-up the status of endorsement at the LBP Servicing Branches
3. Assist the 4Ps beneficiaries in transacting the LBP Servicing Branches
4. Update the status of cash card request in the database
5. Review attachments of TE claims at the POO/MOO
6. Assist in the POO-initiated field visit/validation

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Applicants should be guided by the following **Criteria for Evaluation:**

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|---------------------------------|-----|
| • Education (E)                 | 25% |
| • Training (T)                  | 10% |
| • Experience (E)                | 25% |
| • Initial Qualifying Test (IQT) | 10% |

- Special Exam (Technical) 10%
- Competency-Based 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 (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 9, 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