

Date: **24 July 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 **Contract of Service** position with details as follows:

**Office: Disaster Response Management Division**

### **ADMINISTRATIVE OFFICER II**

Designation : Senior Bookkeeper  
Item number : N/A  
Compensation : SG 11 (Php 28,485.00)  
Place of Assignment: DSWD Field Office Caraga-RROS

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in Finance or Accounting  
Training : At least eight (8) hours of relevant training  
Experience : At least two (2) years of relevant experience  
Eligibility : None required but having eligibility is an advantage

### **Job Description:**

The Administrative Officer II designed as warehouse bookkeeper, responsible for maintaining accurate records related to warehouse operations. This role involves tracking inventory, managing and preparing financial reports and timely submission of reports to accounting section.

### **General Functions:**

1. Maintain inventory ledger, report, stock card and other bookkeeping records/reports;
2. In charge in the receipt, management, safe-keeping and archiving of all accounting and source documents;
3. In charge in daily coordination with LGU Bookkeeper/Storekeeper for timely updating if stock card, inventory ledger and report.
4. Provide status in FNI inventories as of date and time as reference point in preparing the letter request for augmentation;
5. Provide information on FNIs received during the day and cumulative receipts as of date;
6. Submit inventory report to NRLMB and Accounting Section;
7. Conduct reconciliation with Accounting Section;
8. Encode and update DRMD Welfare Goods Database, archiving of transfer document;
9. Database encoding and archiving of RDS and
10. Ensure 7s implementation in the workplace.

### **Job Output:**

1. Timely submission of reports to Finance Division.

- 2. Update inventory ledger and other bookkeeping records.
- 3. Other reports as may be required.

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	<u>5%</u>
<b>Total</b>	<b>100%</b>

**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 JULY 29, 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