



Date: 15 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 **permanent** position with details as follows:

Office: Financial Management Division

ADMINISTRATIVE OFFICER IV (Financial Analyst II)

Item Number : OSEC-DSWDB-ADOF4-45-2015
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment : Field Office – Accounting Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor of Science in Accountancy or any accounting related course
 Training : At least 18 hours training in accounting matters
 Experience : At least 2 years' experience that involves finance management
 Eligibility : Career Service (Professional) Second Level Eligibility/ RA 1080

JOB DESCRIPTION:

Under the general supervision of the Accounting Head and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to the accuracy and timeliness of financial transactions.

Functions and Responsibilities:

1. Prepare Financial Statement such as;
 - Trial Balance
 - Statement of Financial Position (Detailed & Condensed)
 - Statement of Financial Performance (Detailed & Condensed)
 - Statement of Cash Flow
 - Statement of Comparison of Budget and Actual Amount
 - Notes to Financial Statement
 - Details of all accounts
 - Financial Accountability Report of revenue and other receipts
 - Statement of Obligations, Disbursement, Liquidation and Balances of Inter-Agency Fund transfer
 - Statement of Unliquidated Cash Advances
2. Prepare and maintain Subsidiary ledger of Accountable forms, pre-payments, accumulated surplus, receivables, etc.;
3. Prepare Settlement of Disallowance report and maintain details/ subsidiary ledger of disallowances;
4. Check and review liquidation as to completeness of supporting documents;
5. Take the duties and responsibilities of the Accountant during her leave of absence;
6. Respond any queries and concerns of Central Office-Accounting Division;
7. Perform other tasks required by the Regional Accountant with regards to COA and/or other related matter.

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 27 July 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>.


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