

Date: **19 SEPTEMBER 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

Project Development Officer II

Item number : N/A
Compensation : SG 15 (Php 38,413.00)
Place of Assignment: Accounting Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree relevant to the job
Training : At least 4 hours of relevant training
Experience : At least 1 year of related experience
Eligibility : CS Professional/Second Level Eligibility

JOB DESCRIPTION:

The Project Development Officer II will take on the role of an Accounting Officer, tasked with maintaining all ledgers, journals, and financial records, along with preparing the trial balance and financial statements for the Pantawid Pamilyang Pilipino Program. The Accounting Staff is essential in ensuring accurate reliable, and timely financial reporting in accordance with the accounting and auditing rules and guidelines.

Job Functions and Output:

Primary Task:

1. Maintain and update subsidiary and general ledgers;
2. Maintain and update general journal;
3. Prepare and analyze the Pre- and Post-Trial Balances, Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, and other related financial reports on a monthly, quarterly, and annual basis;
4. Perform other related tasks as assigned.

Job Outputs:

1. Updated subsidiary and general ledgers;
2. Updated general journal;
3. Submission of financial reports to the Central Office, COA, and other oversight agencies, ensuring accuracy and timeliness in compliance with reporting requirements;
4. Completion of additional tasks assigned.

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	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 SEPTEMBER 24, 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