



28 November 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 (FMD)

ADMINISTRATIVE OFFICER II (FA I)

Item Number : OSEC-DSWDB-ADOF2-84-2015
 Compensation : SG 11 (Php 28,512.00)
 Place of Assignment : Field Office Caraga – Accounting Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree related to Business Administration and/or Accountancy
 Training : At least four (4) hours of relevant training
 Experience : At least one (1) year of relevant experience in government accounting
 Eligibility : CS (Professional)/ Second Level Eligibility

JOB DESCRIPTION:

The Administrative Officer II (FA I) will serve as the Accounting Officer, tasked with recording and adjusting financial transactions, maintaining ledgers and journals, reconciling accounts, monitoring receivable and payable accounts, and preparing financial reports. This pivotal role ensures the accuracy, reliability, and timeliness of financial reporting while adhering to established accounting principles, auditing standards, and regulatory standards.

Job Outputs:

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

Functions and Responsibilities:

1. Record and adjust financial transactions;
2. Maintain and update subsidiary and general ledgers;
3. Maintain and update the general journal;
4. Prepare, monitor, and analyze the receivable and payable accounts;
5. Prepare financial reports;
6. Perform other related tasks that the Immediate Supervisor or other higher authorities might assign.

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 08 December 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) or 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/ HRPPMS Head