

Date: **09 DECEMBER 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**

#### **ADMINISTRATIVE ASSISTANT III (Municipal Roving Bookkeeper)**

Item number : N/A  
Compensation : SG 9 (Php 22,219.00)  
Place of Assignment : Field Office Caraga – Accounting Section

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Finance, Accounting, Applied Mathematics, Statistics, Economics, or equivalent combination of education, certification, and experience  
Training : At least eight (8) hours of relevant training in accounting and/or bookkeeping  
Experience : At least two (2) years of work-related experience 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

#### **Job Functions and Outputs:**

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 the 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
7. Perform other related tasks required by the supervisor

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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) 10%
  - 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 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 December 13, 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/>.



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 Human Resource Planning and Performance Management Section