

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 Officer II (Financial Analyst I)

Item number : N/A
Designation : Financial Analyst
Compensation : SG 11 (Php 28, 512.00)
Place of Assignment: Financial Management Division – Accounting Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

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

JOB DESCRIPTION:

The role of the Administrative Officer II is to ensure that the cash grants are delivered to and received by the beneficiaries through the fastest and most efficient manner.

Job Functions and Output:

Duties and Responsibilities:

1. Review cash card request submitted by CMSFP and prepare endorsement letter;
2. Maintain an updated database of cash grants related requests;
3. Review the reasons of unclaimed cash cards with active household status validated by CMSFP;
4. Review the reasons of non-withdrawal accounts validated by CMSFP;
5. Perform other related tasks required by the supervisor.

Work Condition:

Occasional overtime may be required; subject to loud noises; some travel required; Fast paced office environment; Strong focus on providing quality service to internal customers; Work a flexible schedule including extended office hours, weekends and holidays; Work additional hours based on demands requiring overtime; Must be able to deal with stressful office conditions while troubleshooting problem

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**

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 DECEMBER 16, 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