



20 February 2025

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 ASSISTANT II (Accounting Clerk III)

Item Number : OSEC-DSWDB-ADAS2-151-2015
 Compensation : SG 8 (Php 21,448.00)
 Place of Assignment : Field Office Caraga – Accounting Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Business Administration and/or Accountancy
 Training : At least 4 hours of relevant training
 Experience : At least 1 year of work-related experience in government accounting
 Eligibility : Career Service Subprofessional) First Level Eligibility

JOB DESCRIPTION:

The Administrative Assistant II will take the role of an Accounting Staff, tasked with recording and adjusting financial transactions, maintaining ledgers and journals, reconciling accounts, and preparing financial reports. The 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 ledgers
2. Updated and reconciled PPE Ledger Card
3. Submission of financial reports to COA ensuring accuracy and timeliness in compliance with reporting requirements
4. Accurate preparation of journal entries for all financial transactions in compliance with accounting and audit standards
5. Completion of additional assigned tasks, contributing to smooth operations and overall team support

Functions and Responsibilities:

1. Prepare journal entries for Cash Collection and Deposits;
2. Prepare Cash Receipt Journal and Subsidiary Ledger;
3. Prepare journal entries for Property, Plant, and Equipment Depreciation, Disposal, and other related adjustments;
4. Maintains Property, Plant, and Equipment Ledger Card;
5. Monitor the Constructions in Progress account and prepare adjusting entries;



6. Request monthly Bank Statements on DSWD-maintained accounts to LBP-Butuan;
7. Prepare monthly Bank Reconciliation Statement;
8. Performs other related duties that may be 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)	10%
● Competency-Based 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 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 03 March 2025**.

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 original copy of Transcript of Records;
5. Authenticated copy of certificate of eligibility/rating/license;
6. Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating Form/ 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.
- e. All application documents must be readily available for submission once the applicant is considered for the position.

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/ HRPMS Head