

04 March 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

ACCOUNTANT III

Designation : Section Head
Item Number : OSEC-DSWDB-A3-172-2004
Compensation : SG 19 (Php 56,390.00)
Place of Assignment : Field Office Caraga – Accounting Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Commerce/Business Administration Major in Accountancy
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : RA 1080 (CPA)

JOB DESCRIPTION:

The Accountant III serves as the Head of Accounting Section, supervising and providing guidance to 62 accounting personnel, including those handling Pantawid Cash Grants. This role is responsible for the preparation and timely submission of accurate financial reports to the Central Office, Commission on Audit (COA), Department of Budget and Management (DBM), and other oversight agencies, ensuring compliance with government accounting standards, auditing principles, and regulatory guidelines. The Accountant III signs and certifies Box C of disbursement vouchers, liquidation documents, and other financial records, ensuring the integrity and validity of financial transactions. Additionally, he/she serves as the primary liaison with COA, actively responding to queries, Audit Observation Memoranda (AOMs), notices of suspension, and disallowances, while providing sound justifications and corrective actions to uphold fiscal accountability.

Beyond financial reporting, the Accountant III offers strategic recommendations and guidance to management and other divisions/programs on financial matters, helping to strengthen internal controls and ensure efficient resource utilization. He/she also reviews and provides inputs on policy papers, contracts, and guidelines concerning financial aspects, ensuring alignment with legal and regulatory frameworks. The role further requires coordination with Land Bank of the Philippines and Local Government Unit (LGU) Accountants to facilitate fund transfers, reconcile financial transactions, and ensure compliance with government financial policies. Additionally, the Accountant III is responsible for ensuring that the disbursement targets set under the Office Performance Contract (OPC) are met, aligning financial operations with organizational performance goals.

As an integral part of the organization, he/she also serves as a member of various committees, contributing expertise in financial management, internal controls, procurement, and other governance-related initiatives. Furthermore, he/she prepares financial memorandums and correspondence letters, facilitating clear communication of financial policies and decisions. Through strong leadership, analytical expertise, and adherence to financial governance, he/she plays a critical role in ensuring fiscal discipline, transparency, and operational efficiency within the organization.

Job Outputs:

1. Supervised Accounting personnel
2. Accurate and timely submission of financial reports
3. Certified financial transactions
4. Responded to Central Office and COA concerns
5. Financial policy and compliance reviews
6. Achieved OPC disbursement targets
7. Financial memorandums and correspondence letters
8. Provided technical assistance to LGUs
9. Timely processing of vouchers
10. Timely submission of paid vouchers and liquidation documents to COA
11. Timely remittance of withheld taxes
12. Participation in various committees and activities
13. Completion of additional assigned tasks

Functions and Responsibilities:

1. Lead and supervise the Accounting Section;
2. Review, sign, and certify Box C of disbursement vouchers as to completeness of supporting documents, amount claimed proper and availability of cash;
3. Review, sign, and certify payroll of employees;
4. Review, sign, and certify Purchase Orders as to availability of funds;
5. Review, sign, and certify as to correctness and completeness of supporting documents of liquidation reports;
6. Sign and certify LDDAP-ADA and other bank documents;
7. Sign endorsement and request letters to Land Bank of the Philippines (LBP);
8. Sign and certify Tax Remittance Advice and BIR forms of employees and supplier/service providers;
9. Sign and certify clearances of employees as to financial services;
10. Prepare, consolidate, and certify monthly, quarterly and annual financial reports for submission to Central Office, COA, and DBM, to wit:
 - Trial Balance – consolidated and per fund clusters
 - Details of Accounts – all fund clusters (FC 01, 02 and 07)
 - Detailed and Consolidated Aging of Receivables and Payables – all fund clusters
 - Financial Accountability Report (FAR) No. 1C – Statement of Obligations, Disbursements, Liquidations and Balances for Inter-Agency Fund Transfers
 - Financial Accountability Report (FAR) No. 5 – quarterly Reports of Revenue and Other Receipts
 - Statement of Unliquidated Cash Advances – all fund clusters

- Statement of Financial Position Detailed and Condensed – All Fund Clusters-Annex A, A.1
 - Statement of Financial Performance Detailed and Condensed – All Fund Clusters-Annex B, B.1
 - Statement of Changes in Net Assets/Equity – All Fund Clusters-Annex C
 - Statement of Cash Flows – all Fund Clusters-Annex D
 - Statement of Comparison of Budget and Actual Amount – All Fund Clusters-Annex E
 - Restated Financial Statements – consolidated and per fund clusters
 - i. Breakdown of Accumulated Surplus
 - ii. Annex A.1 Statement of Financial Position
 - iii. Annex B.1 Statement of Financial Performance
 - iv. Annex C Statement of Changes in Net Assets/Equity
 - v. Annex D Statement of Cash Flows
 - Notes to Financial Statements – consolidated and per fund clusters
11. Respond to COA queries, Audit Observation Memorandums (AOMs), Notice of Suspensions and Disallowances;
 12. Prepare regional financial memorandums;
 13. Prepare correspondence letters to Central Office and partners;
 14. Provide inputs/comments to policy papers, contracts, and guidelines;
 15. Provide recommendations and guidance to Management and other divisions/programs on issues and concerns regarding financial matters;
 16. Coordinate and provide technical assistance to LGUs on fund transfers and liquidation of funds;
 17. Ensure timely processing of financial transactions;
 18. Ensure timely submission of paid disbursement vouchers and liquidation reports and its supporting documents to COA;
 19. Ensure timely and accurate remittance of withheld taxes;
 20. Ensure reconciliation of financial records with other support offices such as remittances, inventories, PPE, etc.;
 21. Attend program activities and committee meetings;
 22. Perform other related tasks.

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 14 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