



VACANCIES AS OF
JUNE 27, 2024
(CONTRACTUAL POSITIONS)



1 ADMINISTRATIVE OFFICER II (FINANCIAL ANALYST I)

ITEM NUMBER : FONCR-PCONTRACTUAL-ADOF2-000037
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : SEVERO, MELROSE P.
STATUS : Contractual
PLACE OF ASSIGNMENT : Pantawid Pamilyang Pilipino Program (NCR) RPMO Sta. Mesa, Manila

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's degree relevant to the job
TRAINING : None required
EXPERIENCE : None required
ELIGIBILITY : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's degree in Accounting, Financial Management or other equivalent course/degree
TRAINING : None required
EXPERIENCE : None required
ELIGIBILITY : CS Professional/Second Level Eligibility

JOB SUMMARY

The Administrative Officer II (Financial Analyst I) shall process all Financial transactions of the Project at the regional level and review documents supporting financial transactions undertaken to ensure legality, propriety, accuracy and completeness.

DUTIES AND RESPONSIBILITIES

- Process all Financial transactions of the Project at the regional level
 - Maintain books of accounts, general and subsidiary ledgers, records and files of financial transactions in accordance with generally accepted accounting principles
 - Review documents supporting financial transactions undertaken to ensure legality, propriety, accuracy and completeness
 - Records all project transactions/expenditures and processes/facilities liquidations of advances in accordance with accounting and auditing rules and regulations
 - Prepares/submits monthly, quarterly and annual financial reports and monitoring to DSWD Central Office (CO) and other oversight agencies
 - Coordinate with LBP servicing banks the submission of Liquidation Report
 - Require the LBP serving banks the submission of Liquidation Report for the review and verification
 - Verify the liquidation Report/debit memos (copies only) submitted by LBP branch

- Check the validity of Order of Payments (Ops) if duly approved by DSWD Field Director and validated by DSWD Municipal/City Link
- Check the validity of the acknowledgement Receipt if duly signed by the DSWD Regional Focal Person received by the beneficiary and stamped “PAID” by the LBP designated teller
 - Validate the “List of Beneficiaries” paid during the day with the OPs issued LBP Servicing bank
 - Prepare the summary of amount disbursed/debited per Debit advice issued per LBP Servicing bank
 - Consolidate the total amounts disbursed/debited by all LBP Servicing banks of the Region

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL SCORE ON ETE.

Only those who obtained the 45 points or 75% on ETE shall proceed to the next recruitment process.

FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN 80%.

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to 4Ps - NCR Human Resource Performance Management Unit at Room 523 of 3894 J and T Building Magsaysay Blvd, Santa Mesa, Manila on or before **July 11, 2024** not later than 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO**, Regional Director, Field Office NCR (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable) Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
4. Photocopy of Transcript of Records;
5. Photocopy of Transcript Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);
8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

NOTES:

#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo



inquiry@dswd.gov.ph



ncr.dswd.gov.ph



[dswdfoncr](https://www.youtube.com/dswdfoncr)

1. For online submission of the application, please access this link <https://bit.ly/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during the filling of application.
5. All interested qualified next-in-rank employees with Permanent status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications **beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.**

The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.