
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant positions:

1. Two (2) Financial Analyst I (Contract of Service)

Salary Grade / Monthly Salary: SG 11 / PhP 27,000.00

Area of Assignment – Statutory Programs Division – Social Pension Program Management Office

CSC – Prescribed Minimum 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 Accountancy or other finance-related courses
Training	–	Four (4) hours relevant training
Experience	–	One (1) year of relevant experience in government financial management
Eligibility	–	None Required

Job Summary:

Under immediate supervision, the FA I monitors the Social Pension Program Funds, and ensures that the funds are utilized accordingly; and does other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/qvX37WGsA683wCMFA> not later than **5:00 PM of 13 DECEMBER 2023** with the following attachments:

1. Application Letter;
2. Comprehensive Resume or Updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended;
5. Certificate of Employment;
6. Certificate/s of Board Rating / Professional License / CS Eligibility;
7. Certification from School for Masteral units earned or completed, if any;
8. Birth Certificate; and

9. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any

Note:

1. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
2. Applicants with **incomplete documents** shall not be entertained.