
NOTICE OF VACANCY

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

1. One (1) Administrative Officer II

Employment Status	:	Contract of Service
Area of Assignment	:	FMD – Budget Section
Salary Grade / Monthly Salary	:	SG 11 / PhP 27,000.00

Minimum Requirements:

Education	:	Bachelor's Degree relevant to the job
Training	:	Eight (8) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	None required

Preferred Qualifications:

Education	:	Bachelor's Degree in Business Administration, Management, Accountancy
Training	:	Four (8) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	None required

Job Description:

The Administrative Officer II will process all financial transactions / budget of the Project at the Regional Level; Ensure availability of funds of all financial transactions processed; Review documents pertaining to financial transactions with strict adherence to the cost parameters established by the Department. He/she will see to it that budgetary requirements of the Project are included in the Work and Financial Plan and oversee the financial transactions of KALAHYAN-CIDSS fund, control and monitor utilization of allotment and disbursement.

2. One (1) Financial Analyst I

Employment Status	:	Contract of Service
Area of Assignment	:	FMD – Budget Section
Salary Grade / Monthly Salary	:	SG 11 / PhP 27,000.00

Minimum Requirements:

Education	:	Bachelor's Degree degree relevant to the job
Training	:	None required
Experience	:	None required
Eligibility	:	None required

Preferred Qualifications:

Education	:	Bachelor of Science in Finance related courses
Training	:	Four (4) hours of relevant training
Experience	:	Six (6) months of relevant experience
Eligibility	:	Career Service (Professional)

Job Summary:

Under immediate supervision of the Section head, will implement policies, regulations and work plans established by the agency and render direct service in accordance with the function and objective of the agency within the area of assignment.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/3BpQDs974zue3fj67> not later than **5:00 PM of 29 February 2024** 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/s of Employment;
6. Certification of Board Rating / Professional License / and CS Eligibility, if applicable;
7. Certification from School for Masteral units earned or completed, if any; and
8. 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.