Department of Social Welfare and Development

Posting No. _____
Series of 2022

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Administrative Assistant II (Bookkeeper)
(*vice* Marilen Babaran)

Status of Employment:	**Contractual**
Monthly Salary:	Php 18,998.00
Area of Assignment:	Accounting Section

Qualification Standards

Education:	Completion of two year studies in college
Experience:	One (1) year of relevant experience
Training:	Four (4) of hours of relevant training

Preferred Qualifications

Education:	Bachelor's degree preferably Business Management or other business-related courses
Experience:	At least 1 year of experience related to bookkeeping
Training:	At least 4 hours of training related to bookkeeping and/or accounting fundamentals
Eligibility:	Career Service (Sub professional) First Level Eligibility / RA 1080

Specific Tasks and Functions:

1. Prepare Journal Entry Vouchers (JEVs) for the project;
2. Prepare all accounting reports of the project to be submitted to the Regional and Central office and COA;
3. Prepare monthly Bank Reconciliation Statements for various accounts of the Project;
4. Control/Monitor availability of funds for all accounts of the Project;
5. Prepare Financial Reports required by the Central Office for the Project;
6. Prepare Disbursement Vouchers for various remittances;
7. Maintain books of accounts, subsidiaries, records and files of the Project's transactions;
8. See to it that internal control system designed and installed to safeguard resources of the project is being maintained;
9. Prepare communications to COA and BIR on matters related to financial reports;
10. Assist in the preparation of financial reports of the Project and Regular funds of DSWD;
11. Performs other related tasks.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than AUG 01 2022.

1. Application Letter addressed to **Dir. Cezario Joel C. Espejo, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Transcript of Records.

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via **jobs.fo2@dswd.gov.ph** **in PDF FORMAT.** Please indicate **AA II (BOOKKEEPER) vice BABARAN** in the subject header.

Walk in submission shall not be allowed.

CEZARIO JOEL C. ESPEJO
Regional Director

DSWD Field Office 02, #3 Dalan na Pagayaya, Regional Government Center, Carig, Tuguegarao City, Philippines 3500
Email: fo2@dswd.gov.ph Tel. Nos.: (078) 304-0586; (078) 304-1004
Website: http://www.fo2.dswd.gov.ph

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NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Information Officer II
(*vice* Michael Gaspar)

Status of Employment:	**Contractual**
Monthly Salary:	Php 35,097.00
Area of Assignment:	Pantawid Pamilyang Pilipino Program / Social Marketing Unit

Minimum Qualification Standards

Education:	Bachelor's degree relevant to the job
Experience:	One (1) year of relevant experience
Training:	Four (4) hours relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility / RA 1080

Preferred Qualifications

Education:	Bachelor's degree preferably AB Mass Communication and related courses
Experience:	At least 1 year of relevant experience
Training:	At least 4 hours of relevant
Eligibility:	Career Service (Professional) Second Level Eligibility / RA 1080

Specific Tasks and Functions:

1. Formulate and implement the Annual regional communication Plan;
2. Document success stories of household beneficiaries and key stakeholder;
3. Prepare press kits, press releases, briefer, fact sheets and other form of information materials;
4. Conduct news monitoring; Prepare Response to articles/issues that need clarification;
5. Monitor the distribution and posting of IEC and advocacy materials in designated areas;
6. Update 4P's information in website;
7. Facilitate and document the conduct of regional advocacy events and activities;
8. Coordinate and facilitate media guesting, interviews, media tours and press conferences;
9. Prepare TOR and Project Proposal for the procurements of IEC and advocacy materials;
10. Conceptualize and develop IEC materials for dissemination to different target audience;
11. Performs other related tasks.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than AUG 01 2022.

1. Application Letter addressed to **Dir. Cezario Joel C. Espejo, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Transcript of Records.

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via **jobs.fo2@dswd.gov.ph** **in PDF FORMAT.** Please indicate **IO II vice Gaspar** in the subject header.

Walk in submission shall not be allowed.

CEZARIO JOEL C. ESPEJO
Regional Director

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Department of Social Welfare and Development

Posting No. _____
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NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

Three (3) Project Development Officer II (Municipal Link)
(*vice* Domingo et.al)

Status of Employment:	**Contractual**
Monthly Salary:	Php 35,097.00
Area of Assignment:	Pantawid Pamilyang Pilipino Program (Provincial Operations Office)

Minimum Qualification Standards

Education:	Bachelor's degree relevant to the job
Experience:	One (1) year of relevant experience
Training:	Four (4) hours relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility / RA 1080

Preferred Qualifications

Education:	Bachelor's degree preferably Social Work, social sciences, community development and health courses
Experience:	At least 1 year of relevant experience along capability building, community organizing and facilitation
Training:	At least 4 hours of training related to community organizing, facilitation and development
Eligibility:	Career Service (Professional) Second Level Eligibility / RA 1080

Specific Tasks and Functions:

1. Profiles beneficiaries/parent leaders and LGU links trained;
2. Conducts SWI administration and case management to families through converged efforts, their needs and problems;
3. Facilitates and ensures conduct of family development sessions with the LGU links and parent leaders as organizers and with other stakeholders as Resource Persons;
4. Maintains and monitors caseload data as follows:
   a. total registration and enrolment – IDs, oath of commitment and LBP forms
   b. No. of OTC
   c. No. of HH on G-Remit
   d. Updated list of schools (daycare center, pre-school, elementary and high school);
   e. Updated list of health centers and health stations
   f. No. of parent leaders
   g. No. of HHs provided with other support programs and service
5. Monitors and ensures supply side requirements in coordination with the LGU and key partners;
6. Facilitates other activities of the program at the Municipal Level with LGU Links, Parent Leaders and other stakeholders
   a. Community Assembly
   b. Completion and submission of complaints and grievances and facilitates initial resolution of the same
   c. Monitoring of cash grants released and informs beneficiaries of the schedule of payments
7. Serves as secretariat to the Municipal Advisory Committee meetings;
8. Prepares monthly and quarterly Accomplishment Reports;
9. Prepares performance contract and evaluation
10. Performs other related tasks.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than AUG 01 2022.

1. Application Letter addressed to **Dir. Cezario Joel C. Espejo, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Transcript of Records.

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DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via **jobs.fo2@dswd.gov.ph** **in PDF FORMAT.** Please indicate **PDO II vice Domingo et.al** in the subject header.

Walk in submission shall not be allowed.

CEZARIO JOEL C. ESPEJO
Regional Director

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