

NOTICE OF VACANCY

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

Administrative Assistant II (Clerk IV)
(vice Angelyn Doca)

Status of Employment: **Contractual**
Monthly Salary: **Php 19,744.00**
Area of Assignment: **Pantawid Pamilyang Pilipino Program (Regional Program Management Office)**

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
Experience: At least 1 year of experience related to records management
Training: At least 4 hours of training related to records management
Eligibility: Career Service (Sub professional) First Level Eligibility / RA 1080

Specific Tasks and Functions:

1. Perform administrative support and clerical functions;
2. Manage incoming and outgoing communications;
3. Draft and encode communications, contracts, vouchers, RIVS, proposals and TEVS;
4. Assist in coordinating the general services functions; and
5. Performs other related tasks.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, 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 (Clerk IV) vice DOCA** in the subject header. Unspecified application shall not be entertained.

Walk in and late submission shall not be allowed.


LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

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

Administrative Assistant III (Senior Bookkeeper)
(vice Fredelson Gismundo)

Status of Employment: **Contractual**
Monthly Salary: **Php 21,211.00**
Area of Assignment: **Pantawid Pamilyang Pilipino Program (Provincial Operations Office)**

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. Gather the controlled order of payment and acknowledgement receipt (OP/AR) of beneficiaries that are scheduled for OTC payment for the week and prepare for actual OTC payments;
2. Validate the true identification of the beneficiaries receiving OTC payments in coordination with ML and signed the ARS as witness in the OTC payment;
3. Prepare list of paid and unpaid HH and confirm correctness prior to submission to FA concern and ensure that this will tally with the status report of financial analyst;
4. Provide the financial analyst with the summary of AR signed by the beneficiaries receiving OTC payments for data;
5. Follow-up the transmittal by the LBP servicing branch of the paid OP/AR to the FO and the billing statement of LBP for service fees;
6. Provide data and assist the FA in the preparation of the SOE;
7. Assist in the preparation of certification of change grantees;
8. Reconcile the amount disbursed with the bank and conduit after pay-out;
9. Check the accuracy of the id numbers of beneficiaries provided for payroll preparation;
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 MARCH 13, 2024.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, 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 III (SB) vice GISMUNDO** in the subject header. Unspecified application shall not be entertained.

Walk in and late submission shall not be allowed.


LUCIA SUYU ALAN, RSW
Regional Director