

## NOTICE OF VACANCY

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

**Project Development Officer I (Provincial Monitoring and Evaluation Officer)**  
(vice Roven Carag)

Status of Employment: **Contractual**  
Monthly Salary: **Php 27,000.00**  
Area of Assignment: **Pantawid Pamilyang Pilipino Program (Provincial Operations Office - Isabela)**

**Qualification Standards**

Education: Bachelor's Degree relevant to the job  
Experience: None Required  
Training: None Required

**Preferred Qualifications**

Education: Bachelor's degree relevant to the job  
Experience: At least 1 year of relevant experience in development-related projects and positions involving monitoring and evaluation, planning and organizing, data management and analysis  
Training: At least 4 hours of training in development-related projects and monitoring and evaluation, planning and organizing, data management and analysis  
Eligibility: Career Service (Professional) Second Level Eligibility / RA 1080

**Specific Tasks and Functions:**

1. Consolidate and prepare Quarterly, Semestral and Annual Provincial Accomplishment Report;
2. Provide inputs in the preparation of the Regional Work and Financial Plan;
3. Conduct field monitoring as required by the Regional Director;
4. Recommend policies and/or strategies pertaining to planning, monitoring and evaluation, and research as needed;
5. Participate in the conduct of Regional PREW;
6. Perform other related tasks as may be assigned.

**Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 10 JULY 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](http://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](http://fo2.dswd.gov.ph)).

Please submit all documents by filling-up this link: <https://bit.ly/49WpFB5>. **Unspecified application shall not be entertained.**

**Walk-in and Submission via email 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 Rheleny Agustin)

Status of Employment: **Contractual**  
Monthly Salary: **Php 21,211.00**  
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 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 10 JULY 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](http://www.csc.gov.ph);
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**LUCIA SUYU ALAN, RSW**  
Regional Director