DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS

Posting No. _____
Series of 2026

**Date of Posting**: 02 OCTOBER 2024

**Deadline of Submission:** 13 OCTOBER 2626

**Mode of Submission**: https://bit.ly/49WpFB5

# NOTICE OF VACANCY

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

**One (1) Administrative Assistant II (Accounting Clerk III)**
*(vice* Rowena Tan*)*

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| Status of Employment: | Permanent |
| Monthly Salary: | SG 08 (Php 22,423.00) |
| Area of Assignment: | Financial Management Division – Accounting Section |
| Item Number: | OSEC-DSWDB-ADAS2-43-2015 |

**Qualification Standards**

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| Education: | Completion of two-year studies in college (prior 2018) or completion of Grade 12/Senior High School (starting 2016) |
| Experience: | One (1) year of relevant experience |
| Training: | Four (4) hours of relevant training |
| Eligibility: | Career Service (Sub Professional) /1st Level Eligibility |

**Preferred Qualification**

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| Education: | Completion of two-year studies in college (prior 2018) or completion of Grade 12/Senior High School (starting 2016) |
| Training: | At least four (4) hours of relevant training |
| Experience: | At least one (1) year of relevant experience |
| Eligibility: | Career Service (Sub Professional) /1st Level Eligibility |

**Specific Tasks and Functions:**

1. Receive, check, sort, and organize accounting documents, including disbursement vouchers, purchase orders, invoices, official receipts, and other supporting documents;
2. Assist in the preparation, processing, and recording of financial transactions in accordance with established accounting procedures;
3. Encode and update accounting data in the prescribed accounting system, spreadsheets, and other office records;
4. Assist in the preparation and reconciliation of subsidiary ledgers, schedules, and other accounting reports;
5. Review documents for completeness, accuracy, and compliance with documentary requirements before submission to the appropriate personnel;
6. Maintain and update files of financial records, vouchers, journals, ledgers, and other accounting documents;
7. Assist in the preparation of periodic financial reports and other accounting-related statements;
8. Provide assistance during internal and external audits by retrieving and organizing requested accounting records;
9. Ensure the confidentiality, safekeeping, and proper handling of financial documents and information; and
10. Perform other related tasks as may be assigned.

**Applicants should be guided by the following Criteria for Evaluation:**

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| **Education** | **25%** |



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

| | |
|---|---|
| **Training** (Only relevant training shall be considered) | **10%** |
| **Experience** (Only relevant experience will be considered) | **25%** |
| **Written Examination** (Initial Qualifying Test & Technical Examination) | **20%** |
| **Competency Based Interview** | **15%** |
| **IPCR or any related Performance Assessment/Review Rating** | **5%** |
| **Total** | **100%** |

**Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 13 OCTOBER 2026.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished 2026 Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period;
5. Certificate of relevant trainings and seminars attended; and
6. Photocopy of TOR and Diploma

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 https://bit.ly/49WpFB5. Please indicate **AA II (ACCOUNTING CLERK III) vice TAN** in the subject.

**UNSPECIFIED APPLICATION SHALL NOT BE ENTERTAINED.**

**WALK-IN AND SUBMISSION VIA EMAIL SHALL NOT BE ALLOWED.**

**LUCIA SUYU ALAN, RSW**
Regional Director



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