DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS

Posting No. _____
Series of 2026

Date of Posting: 02 OCTOBER 2026

Deadline of Submission: 13 OCTOBER 2026

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 Officer IV (Financial Analyst II)
(vice Sonny Cuthbert Aricheta*)*

Status of Employment:	Permanent
Monthly Salary:	SG 15 (Php 42,178.00)
Area of Assignment:	Financial Management Division – Accounting Section
Item Number:	OSEC-DSWDB-ADOF4-15-2015

Qualification Standards

Education:	Bachelor's Degree relevant to the job
Experience:	One (1) year of relevant experience
Training:	Four (4) hours of relevant training
Eligibility:	Career Service (Professional) /2nd Level Eligibility

Preferred Qualification

Education:	Bachelor's Degree relevant to the job
Training:	At least four (4) hours of relevant training
Experience:	At least one (1) year of relevant experience
Eligibility:	Career Service (Professional) /2nd Level Eligibility

Specific Tasks and Functions:

1. Performs professional/technical functions in the Accounting Section of the Department;
2. Maintains special journals to general ledger in the accounting section;
3. Prepares monthly and quarterly trial balance and supporting documents such as breakdown of obligations incurred, statement of obligations liquidated, statement of allotments received and year-end financial reports such as preliminary and final trial balance, balance sheet, statement of operations;
4. Analyzes national clearing account;
5. Reviews and analyzes trial balance and other reports submitted for consolidation;
6. Provides feedback regarding financial finding reports of other units; and
7. Perform other related tasks as may be assigned.

Applicants should be guided by the following Criteria for Evaluation:

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

Requirements:

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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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 **AO IV (FA II) vice ARICHETA** 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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