

NOTICE OF VACANCY
as of November 09, 2021

Position : **ADMINISTRATIVE ASSISTANT III**
Item No. : **N/A**
Salary : **SG 9 (Php 19,552.00)**
Number of Vacancy : **1**
Area of Assignment : **PPD/UCT– DSWD Field Office Caraga**
Status of Employment : **Contract of Service (November-December 2021)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's degree in English, Development Communication and other Social Sciences**
Training : **None Required**
Experience : **At least one (1) year relevant work experience**
Eligibility : **None Required**

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

• Education (E)	– 20%
• Training (T)	– 10%
• Experience (E)	– 20%
• Initial Qualifying Test (IQT)	– 10%
• Special Exam (Technical)	– 15%
• Interview	– 25%
Total	– 100%

Job Functions:

1. Performs administrative, secretarial, and/or clerical, records-keeping and liaison work;
2. Assist in the preparation of regular and special reports;
3. Acts as deputized program focal in assigned areas;
4. Performs task and functions as specified and required by the mentioned position.

Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before November 16, 2021:**

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. **PDF file of Duly filled-out** Personal Data Sheet with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with **Work Experience sheet**, which can be downloaded at www.csc.gov.ph);
3. Transcript of Records;
4. Certificate of relevant trainings and seminars attended;
5. Copy of PRC license; and
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment

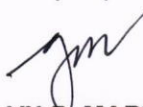
*******IMPORTANT REMINDERS*******

- a. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must NOT be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- b. All communications pertaining to your application will be sent via e-mail.

- c. Be reminded to indicate **APPLICATION FOR ADMINISTRATIVE ASSISTANT III-UCT** as the e-mail subject.
- d. Request for extension of submission and application with incomplete documents will not be facilitated.

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability, and others.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114.



GENELYN P. MARTURILLAS

AO VI HRPMS Head

November 09, 2021

