

**NOTICE OF VACANCY (REPOST)**

as of November 10, 2021

Position : **ADMINISTRATIVE AIDE I**  
Designation : **N/A**  
Salary : **SG 1 (Php 12,034.00)**  
Number of Vacancy : **1**  
Area of Assignment : **Field Office- Crisis Intervention Section**  
Status of Employment : **Cost of Service (November – December 2021)**

**Preferred Qualifications (Competency-based):**

Education : **Graduate of any 4-year course( Graduate of Accounting and/or Finance, I.T course is an advantage)**  
Training : **None required**  
Experience : **None required**  
Eligibility : **None**

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%
<b>Total</b>	<b>- 100%</b>

**Job Functions:**

- Check all submitted cash vouchers and attached filled out forms from social workers for its validity.
- Encodes, summarize daily paid cash vouchers and collate it per service provider.
- Encodes clients served to FO database including pay-outs beneficiaries.
- Monitor/track the issuance of cash vouchers vis-à-vis the available cash on hand.
- Performs other related task as may be assigned by the supervisor.

Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before November 17, 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](http://www.csc.gov.ph));
3. Transcript of Records;
4. Certificate of relevant trainings and seminars attended;
5. 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 AIDE I-CIS** 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 V/ HRPPMS Head  
November 10, 2021