

NOTICE OF VACANCY
as of December 13, 2021

Position : **ADMINISTRATIVE ASSISTANT II**
Designation :
Salary : **SG 9 (Php 19, 952. 00)**
Number of Vacancy : **5**
Area of Assignment : **Regional Program Management Office – Cash Section**
Status of Employment : **Cpost of Service (January- December 2022)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree Relevant to the Job**
Training : **At least (eight) 8 hours of related training**
Experience : **At least (one) 1 year of related experience**
Eligibility : **None Required**

Job Functions:

1. Organize E-copies of KC-NCDDP/IP-CDD/KC-AF Means of Verifications;
2. Encode Data to PIMS Webapp for KC-IPCDD assigned.
3. Attachement/Scanned MOVS to PIMS Deskapp.
4. Assist/Conduct Technical Assistant to MDM.
5. Upload Electronic copies of KC-NCDDP/IPCDD/KC-AF means of verifications to the movs repository and management system (MR&MS);
6. Synchronizing upload available modules or data on PIMS deskapp to webapp KC-NCDDP assigned area.
7. Assist M&E Officer to conduct Data Quality Assessment (DQA).
8. Clerical support to ACT operations (encoding, reproduction of documents)

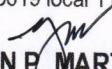
Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before December 18, 2021**.

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Personal Data Sheet with 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. Barangay Certification stating that you have no illness and/or you are physically fit to travel;
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment (if applicable)

Note: Be reminded to indicate **APPLICATION FOR ADMINISTRATIVE ASSISTANT II - KALAHI** as the e-mail subject. 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/ HRPMS Head
December 13, 2021