

**NOTICE OF VACANCY***as of November 26, 2021*

Position : **ADMINISTRATIVE ASSISTANT II**  
Designation : **N/A**  
Cost of Service : **Php 19,431.00**  
Number of Vacancy : **1**  
Area of Assignment : **DSWD Field Office Caraga – Supplementary Feeding Program**  
Status of Employment : **Contract of Service (December 2021)**

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

Education : **Bachelor's Degree**  
Training : **At least four (4) hours of relevant training**  
Experience : **At least one (1) year of relevant experience**  
Eligibility : **Career Service (Professional) Second Level Eligibility**  
Others : **With good oral and written communication, computer literate, can formulate project development plan, and can work under pressure**

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:**

- Perform administrative requirements of SFP operation
- Encode and maintain database of master list of SFP beneficiaries
- Review payment documents of the suppliers and TEVs of Child Development Workers from the LGUs
- Facilitate customers'/clients' request and queries
- Act as the Records Custodian of the program
- Perform other related tasks as requested 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 December 8, 2021:**

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. **.PDF file of Updated and 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 Eligibility or PRC license;
5. Certificate of relevant trainings and seminars attended; 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 II (SFP)** 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/ HRRPMS Head  
November 26, 2021