

Date: 27 December 2021

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **permanent** position with details as follows:

Office: Human Resource Management and Development Division

ADMINISTRATIVE AIDE IV (Clerk II)

Item number : OSEC-DSWDB-ADA4-10-2006
Compensation : SG 4 (Php 14,993.00)
Place of Assignment: Learning and Development Section

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Completion of two (2) years studies in College
Experience : None required
Training : None required
Eligibility : Career Service (Subprofessional) / First Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree
Experience : At least two (2) years of relevant experience on office administration
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Subprofessional) / First Level Eligibility

JOB DESCRIPTION:

Under immediate supervision, assists in the performance of administrative support and clerical functions and does other related works.

Functions and Responsibilities:

1. Provide administrative support to ensure continuity of the office operations;
2. Improve and operate document tracking and other office operations-related (computer) systems;
3. Track, check, and ensure completeness of attachments of incoming and outgoing documents;
4. Encode and print out correspondences, reports and other documents;
5. Maintains and manage files and records;
6. Assist in the management of the daily schedule of activities and arrangement of the section;
7. Prepare cash advance, liquidation reports and reimbursements;
8. Assists Training Specialist in the preparation of materials for IDCB activities implementation;
9. Monitor/update schedule of activities of the section, including weekly convocation updates;

10. Coordinate and collaborate with offices within and/or outside the Department to ensure efficient, effective, and timely delivery of services; and
11. Perform other tasks and designations as assigned such as, but not limited to: supply and property management, procurement management and records management.

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

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	10%
• Interview	15%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score of ETE and those who obtained a high average percentile on IQT

Secon Shortlisting: Top five (5) highest rating but overall rating should not less than 80%

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 10 January 2022.**

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. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

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


- a. Walk-in applicants will not be entertained in observance to the new normal.
- b. 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.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR AAIDE IV (Clerk II) - LDS** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal

circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

Request for extension of submission and application with Incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

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



GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section