

Date: 05 JANUARY 2022

NOTICE OF VACANCY

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

Office: Pantawid Pamilyang Pilipino Program

ADMINISTRATIVE ASSISTANT II (Administrative Assistant)

Item number : N/A
Compensation : SG 8 (Php 18,998.00)
Place of Assignment: Cluster 1 of Surigao del Norte

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Completion of two years studies in College
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service (Sub-Professional) / First Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Experience : At least one (1) year of relevant work experience
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Sub-Professional) / First Level Eligibility

JOB DESCRIPTION:

The Administrative Assistant II (AA II) is expected to provide administrative and logistical support to ensure the performance of duties of the office.

Functions and Responsibilities:

1. Perform administrative support and clerical functions;
2. Manage incoming and outgoing communications;
3. Draft and encode communications, contracts, vouchers, RIVs, proposals and TEVs,
4. Assist in coordinating the general services functions;
5. Accomplish performance commitment and appraisal;
6. Perform other related tasks.

Job Outputs:

1. Completed staff work
2. Calendar of Activities
3. Administrative and Technical Reports
4. Records, Supplies, and Property Inventories, and other related reports

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	10%
• 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 14 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 AA II - Pantawid** 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