

Date: 31 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 **Contract of Service** position with details as follows:

Office: Social Pension Program

ADMINISTRATIVE AIDE IV

Item Number : FOCARAGA-COS-ADA4-000005
Compensation : SG 4 (Php 14,993)
Place of Assignment : DSWD Field Office Caraga

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Completion of two (2) years in college
Experience : None required
Training : None required
Eligibility : Career Service (Sub-professional)/First Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : Career Service (Sub-professional)/First Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the PSD-Social Pension Head, the Administrative Aide IV shall assist in the operationalization of the Social Pension Program.

Functions and Responsibilities:

1. Perform highly skilled and responsible clerical works;
2. Assist in the provision of technical/instructional services to Social Pension beneficiaries;
3. Collate and maintain Social Pension documents submitted by the LGU;
4. Perform filing, printing, and scanning of all Pension payrolls and other documents;
5. Act as liaison and perform errands regarding Social Pension concerns;
6. Prepare minutes of the meeting of every SRPMO activities; and
7. Perform other related tasks as assigned by the Supervisor.

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

- Education (E) 20%

• Training (T)	10%
• Experience (E)	20%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	25%
Total	100%

Initial Shortlisting: Those who obtained an average percentile on IQT
Second Shortlisting: Top five (5) highest rating

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 08 February 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **.PDF file of duly filed 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; and
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

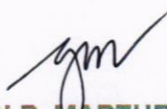
*******IMPORTANT REMINDERS*******

- 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 position.
- c. Be reminded to indicate **APPLICATION FOR AAIDE IV – SOCPEN** as the e-mail subject.

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