

Date: 21 February 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: Crisis Intervention Section

ADMINISTRATIVE ASSISTANT II

Item number : FOCARAGA-COS-ADAS2-000004
Compensation : SG 8 (Php 18,998.00)
Place of Assignment: CIS Satellite Office/ Tandag City

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Completion of two years in college
Experience : At least one (1) year relevant experience
Training : At least four (4) hours relevant training
Eligibility : 1ST Level Eligibility (CS Sub professional)

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree preferably Accounting and/or Finance, IT course is an advantage
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours relevant trainings
Eligibility : 1ST Level Eligibility (CS Sub professional)

JOB DESCRIPTION:

Under the immediate supervision of the CIS Section Head, performs secretarial/administrative support and clerical functions to the Crisis Intervention Section and does other related works.

Functions and Responsibilities:

1. Check all submitted disbursement vouchers and it's attached filled out forms from Social Workers for its validity.
2. Encodes, summarize daily paid cash vouchers and collate it per service provider.
3. Encodes clients served to FO database including pay-outs beneficiaries.
4. Monitor/track the issuance of cash vouchers vis-à-vis the available cash on hand.
5. Perform other related tasks as may be assigned by the supervisor.

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

Second 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 1 March 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-(CIS)** 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