

Date: 04 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: Pantawid Pamilya Pilipino Program**

#### **ADMINISTRATIVE AIDE IV (Encoder)**

Item number : N/A  
Compensation : SG 4 (Php 14,993.00)  
Place of Assignment: Pantawid Pamilya Pilipino Program- within Caraga Region

#### **CSC PRESCRIBED QUALIFICATION STANDARDS:**

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

#### **PREFERRED QUALIFICATIONS:**

Education : Completion of at least two (2) years in college  
Experience : None required  
Training : None required  
Eligibility : None required  
Others : Intermediate Encoding Skills

#### **JOB DESCRIPTION:**

Under the supervision of the Encoding Station Head, the Administrative Aide IV- Encoder is primarily tasks to ensure that all forms and information is encoded and updated into the information systems. The position shall perform to accomplish all relevant documents, forms and templates required by the Pantawid Pamilya Pilipino Program. It is also expected to perform another related task as may arise and instructed.

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

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|---------------------------------|-----|
| • 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 70% of the maximum total score of ETE and those who obtained an 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](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before 10 February 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](http://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.

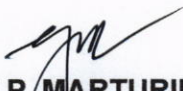
\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- 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- ENCODER 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