

Date: 03 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: Regional Council for the Welfare of Children**

### ADMINISTRATIVE ASSISTANT II

Item Number : N/A  
Compensation : SG 8 (Php 18,998.00)  
Place of Assignment : DSWD Field Office Caraga

### CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Completion of two (2) years studies in college  
Experience : At least one (1) year relevant experience  
Training : At least four (4) hours relevant training  
Eligibility : Career Service (Sub-professional)/First Level Eligibility

### PREFERRED QUALIFICATIONS:

Education : Completion of two (2) years studies in college  
Experience : At least one (1) year relevant experience  
Training : At least four (4) hours relevant training  
Eligibility : Career Service (Sub-professional)/First Level Eligibility

### JOB DESCRIPTION:

Under the immediate supervision of the RC/SCWC Regional Coordinator, the AA II performs secretarial, administrative support and clerical functions for the Regional Committee/Sub-Committee for the Welfare of Children (RC/SCWC) and does other related works.

### Functions and Responsibilities:

1. Receive, sort, log, track, and coordinate timely action to all incoming and outgoing documents relative to the RC/SCWC in coordination with the Regional Coordinator;
2. Transmit/Route RC/SCWC related documents and monitor submission of action/s required for routed/transmitted documents from concerned staff/section/unit/division/partners as required;
3. Compose routine correspondence based on standard formats as applicable;
4. Organize, encode, and maintain all RC/SCWC records, reports, directories, and other pertinent documents as required;
5. Maintain and update RC/SCWC's calendar of activities, directory, inventory of four legacies for children, supplies, materials, and equipment;
6. Monitor and track RC/SCWC's monthly expenses/disbursement vis-à-vis the approved Work and Financial Plan;



7. Prepare the required pre- and post-activity procurement documents such as purchase request forms, market research, request for quotation forms, evaluation forms, etc., and all other financial documents relevant to the operations of the RC/SCWCs;
8. Provide administrative support to the committee, especially during meetings and activities;
9. Prepare reports and other documents needed in the discharge of their functions; and
10. Perform other related tasks that shall be assigned by their immediate supervisor.

**Job Outputs:**

1. Monthly report of the turnaround time of documents;
2. Monthly report regarding the inventory of all supplies, materials, equipment, and knowledge products of RC/SCWC;
3. Accomplishment reports; and
4. Feedback 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)	10%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting: Obtain 75% of the maximum total score and only those who obtained an average percentile on IQT**

**Second Shortlisting: Top five (5) highest rating but overall rating should not be 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 09 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; 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 AA II – RCWC** 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