

Date: 22 April 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: Human Resource Management and Development Division**

#### **ADMINISTRATIVE AIDE IV (CLERK II)**

Item Number : N/A (Ref.: FOCARAGA-CONTRACTUAL-ADA4-000002)  
Compensation : SG 4 (Php 14,993.00)  
Place of Assignment : Learning and Development Section

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree  
Experience : At least six (6) months of relevant work experience on office administration  
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 Learning and Development Section head, the Administrative Aide IV (Clerk II) performs secretarial, administrative support and clerical functions for the section and does other related works.

#### **Job Functions and Responsibilities:**

1. Provide administrative support to ensure continuity of the office operations;
2. Improve and operate document tracking and other office operations-related (computer) systems;
3. Track, check, and ensure completeness of attachments of incoming and outgoing documents;
4. Encode and print out correspondences, reports and other documents;
5. Maintains and manage files and records;
6. Assist in the management of the daily schedule of activities and arrangement of the section;
7. Prepare cash advance, liquidation reports and reimbursements;
8. Assists Training Specialist in the preparation of materials for IDCB activities implementation;
9. Monitor/ update schedule of activities of the section, including weekly convocation updates;
10. May be asked to provide administrative support to LDS staff during the conduct of learning interventions;

11. Coordinate and collaborate with offices within and/or outside the Department to ensure efficient, effective, and timely delivery of services;
  12. Perform other related tasks as maybe assigned by immediate supervisor.
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Applicants should be guided by the following **Criteria for Evaluation**:

• Education (E)	20%
• Training (T)	15%
• 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% or 45 points of the maximum total score of the ETE**

**Final Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%**

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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 01 May 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 or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
5. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
6. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

\*\*\*\*\***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 - LDS** 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