

Date: 29 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 **permanent** position (*extended deadline*) with details as follows:

**Office: Office of the Regional Director**

#### CHIEF ADMINISTRATIVE OFFICER

Item Number : OSEC-DSWDB-CADOF-60-2015  
Compensation : SG 24 (Php 88,410.00)  
Place of Assignment : DSWD Field Office Caraga

#### PREFERRED QUALIFICATIONS:

Education : Master's Degree or Certificate in Leadership and Management from CSC  
Experience : 4 years of Supervisory Management Experience  
Training : 40 hours of Supervisory Management Learning and Development Intervention  
Eligibility : Career Service (Professional)/ Second Level Eligibility

#### JOB DESCRIPTION:

Under the general direction of the Regional Director and with some latitude for the exercise of independent judgement, serves as Chief of the Administrative Division and Assistant Regional Director for Administration (as may be assigned) engaged in varied work ranging from routinary to very difficult and responsible work pertaining to all administrative concerns; performs exceptionally difficult and responsible work requiring training and considerable experience along management and supervision and demonstrated capacity for sound independent work and an intimate knowledge along general administrative support services, property and procurement management, personnel management, financial management, internal control system and processes, data analysis and risk assessment management, fact finding and administrative investigation and perform other related tasks.

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

1. Assign/distribute work of subordinates, define scope of work, standards, methods, processes and procedures, direct and supervise implementation/completion of tasks to ensure alignment of division WFP with the agency's directions;
2. Review and evaluate proposals to address work-related problems of the division and recommend possible solutions to the higher level of authority for approval.
3. Design and develop guidelines, processes, standards and methodologies for effective functioning of the division.



4. Provide coaching and mentoring and other development strategies to develop staff competencies under his/her supervision.
5. Oversee the maintenance and management of office facilities and properties to ensure its functionality and serviceability.
6. Oversee the development and implementation of operational financial plans to support the mission and planned activities of the agency.
7. Oversee the value-based and strategy-based allocation and utilization of resources to ensure 100% utilization of cash allocation and 100% liquidation of cash advances by providing updates and technical assistance along financial management and monitoring.
8. Monitors compliance to reportorial requirements by Central Office and other oversight agencies.
9. Oversee the general administrative support functions of the division along human resource, personnel, legal concerns, procurement physical properties, data processing and records keeping and financial resources of the organization as a whole.
10. Perform other related task as may be assigned by the immediate 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%         |
| • Competency-Based Interview                        | 10%         |
| • IPCR or any related Performance Assessment/Review | 5%          |
| <b>Total</b>  | <b>100%</b> |

**Initial Shortlisting:** Obtain 80% or 48 points of the maximum total score of the ETE

**Second Shortlisting:** Top five (5) highest rating but overall rating should not be less than 85%

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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 09 May 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of duly filled out** notarized 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 CHIEF ADMINISTRATIVE OFFICER** 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 (unless otherwise approved by the PSB). 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

RFJ/MCLM/GPM/srmm