

Date: 11 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 **Contract of Service** position with details as follows:

Office: DISASTER RESPONSE MANAGEMENT DIVISION

ADMINISTRATIVE ASSISTANT III

Item Number : N/A
Compensation : SG 9 (Php 20,402.00)
Place of Assignment : DSWD Field Office Caraga

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 : None required

OTHER QUALIFICATIONS:

1. Computer literate with knowledge of MS Office
2. Competent skills in clerical functioning
3. Excellent in written and oral communication
4. Has good interpersonal skills and able to accomplish task with minimal supervision
5. Keen attention to details and organize documentation

JOB DESCRIPTION:

Under the immediate supervision of the OIC- DRMD Division Chief, the AA III performs secretarial, administrative support and clerical functions for the division and does other related works.

Functions and Responsibilities:

1. Perform administrative duties on a variety of incoming DRMD documents from the Regional Director, Division Chief and/or Immediate Supervisor and maintain the confidential nature of sensitive documents.
2. Utilize established systems for document management, records management, and digital asset management to facilitate team accountability and collaboration
3. Record and track all incoming and outgoing communications and official document: Scan to file and save using Google drive; records and disseminate to concerned DRMD staff for pertinent action/disposition; record and track its status

4. Screen and vet all communications and official documents in concurrence with the immediate supervisor, prior to submission to the higher authorities for signature and/or action
5. Ensure the preparation and dissemination of the agenda for DRMD Meetings, ensure attendance and participation of the staff, and assume responsibility for distribution and follow-ups in the implementation of decisions or plans arrived at
6. Facilitate admin and logistical-related concerns of DMRD and ensure needed coordination with other offices, divisions, sections and units
7. Consolidate the equipment and document inventories of the sections of DRMD
8. Examine request for reconsideration of decisions on various referred to the office
9. Perform other DRDM-related works that may be assigned from time to time by the immediate supervisor and/or higher authorities

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%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the ETE
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 with the complete scanned copies of the following documents below **on or before 17 April 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);
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*******

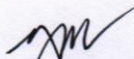
- a. Walk-in applicants will not be entertained in observance to the new normal.

- 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 AA III – DRMD** 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