

Date: 23 May 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/General Services Section

ADMINISTRATIVE AIDE VI (Wing Van Driver)

Item Number : N/A
Compensation : SG 6 (Php 16,877.00)
Place of Assignment : DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : At least High School Graduate
Experience : At least two (2) years of experience in driving within Caraga Region
Training : With NC II in Driving
Eligibility : Professional Driver's License

JOB DESCRIPTION: The Administrative Aide VI or Wing Van Driver is responsible for driving the vehicle and taking care of the official, personnel or guests and humanitarian cargoes that will be delivered to LGUs and other stakeholders who are victims of disaster.

FUNCTIONS AND RESPONSIBILITIES:

1. Drives office wing van and other office vehicles for transporting of food and non-food items,
2. Assists escort in counting during loading and unloading of FNIs, and ensures that goods being delivered are in good condition and exact quantity upon unloading and turnover to LGUs
3. Maintains the assigned vehicles, renews annual registration of vehicle and insurances, performs minor repairs and ensures that the vehicle is kept clean.
4. Checks the logging Official trips, daily mileages, fuel consumption, oil changes greasing, etc in the log books;
5. Submits monthly fuel and oil report to General Services Section
6. Submits monthly DTR on time without erroneous entry
7. Can work with minimal supervision, honest and courteous
8. Can perform other related task / duties as may be assigned by the supervisors

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)	15%
● Competency-Based Interview	10%
● 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
Final 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 27 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);
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 ADMINISTRATIVE AIDE VI – 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