

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: HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION

ADMINISTRATIVE ASSISTANT II (Administrative Assistant)

Item number : N/A
Compensation : SG 8 (Php 18,998.00)
Place of Assignment: HRMDD / HRPPMS

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Experience : At least two (2) years of relevant work experience on office administration
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Sub-Professional) / First Level Eligibility

JOB DESCRIPTION:

The role of the Administrative Assistant II (AA II) is to provide administrative and logistical support to the technical staff of the HRPPMS.

Functions and Responsibilities:

1. Provide administrative support to the day-to-day program operations;
2. Monitor incoming communications (e-mail, memos, proposals);
3. Establish and maintain organized and systematic filing and document tracking;
4. Monitor submission of Individual Performance Contract (IPC) and Individual Performance Contract (IPCR) of COS Staff;
5. Transmit and track incoming and outgoing communications and reports;
6. Do efficient financial and material resource: prepare purchase request on office supplies and equipment for the program;
7. Perform other tasks maybe assigned by the supervisor.

Job Outputs:

1. Records Filing System; and
2. Inventory of properties

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%
• 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 ETE and only those who obtained an average percentile on IQT**
- Second Shortlisting: Top Five Highest rating but overall rating should not 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 MAY 30, 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);
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

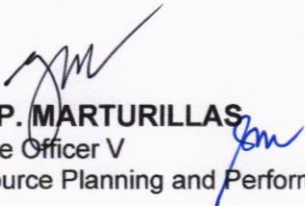
*******IMPORTANT REMINDERS*******

- 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.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR AA II - HRPPMS** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

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