

Date: May 23, 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: Pantawid Pamilyang Pilipino Program

ADMINISTRATIVE ASSISTANT II

Item Number : N/A
Compensation : SG 8 (Php 18 998.00)
Place of Assignment : DSWD Provincial Operations Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree
Experience : At least one (1) year relevant experience
Training : At least four (4) hours relevant training
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Regional Program Coordinator/Provincial Link/ Cluster Head, the AA II performs the following tasks below:

Functions and Responsibilities:

1. Perform administrative support and clerical functions;
2. Manage incoming and outgoing communications;
3. Draft and encode communications, contracts, vouchers, RIVs, proposals, and Travel Expense Voucher (TEVs);
4. Assist in coordinating general services functions;
5. Accomplish performance commitment and appraisal;
6. Perform other related tasks as may be assigned by the 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)	10%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% 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 **02 June 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 shall 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 II- PANTAWID POO** 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