

Date: 08 June 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: Administrative Division

ADMINISTRATIVE AIDE IV (CLERK II)

Item Number : N/A (Ref.: FOCARAGA-CONTRACTUAL-ADA4-000002)
Compensation : SG 4 (Php 14,993.00)
Place of Assignment : General Service Section

PREFERRED QUALIFICATIONS:

Education : Completion of two years studies in College
Experience : At least one (1) year of relevant work experience
Training : At least four (4) hours of relevant training
Eligibility : Career Service (Sub-professional)/First Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the General Service Section Head, the Administrative Aide IV (Clerk II) performs secretarial, administrative support and clerical functions for the section and does other related works.

Job Functions and Output:

1. Receive/ accept, assign tracking number and facilitate for approval of General Service Section Head all travel request from different programs and division;
2. Prepare Purchase Request and facilitates Purchase Order approval related to driver's request and other repair and maintenance of vehicle;
3. Facilitate Schedule of Travels of Field Office vehicle and dispatch vehicle;
4. Prepare and facilitate approval of Travel Orders of drivers;
5. Facilitate approval of Trip Ticket and Vehicle Pass;
6. Update Vehicle Travel Monitoring Board;
7. Prepare and facilitate approval of fuel slip;
8. Assist/ facilitate for the approval of fuel liquidation of drivers;
9. Prepare liquidation for cash advances;
10. Ensure up to date payments for Purchase Order fuel;
11. Perform other related tasks as maybe assigned by immediate supervisor.

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)	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

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 17 June 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 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.

*******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 AAIDE IV - GSS** 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

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