

Date: 12 July 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 II

Item Number : N/A
Compensation : SG 8 (Php 18,998.00)
Place of Assignment : DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Experience : At least one (1) year relevant experience preferably in the areas of databank maintenance, preparation of minutes of the meetings, communications and correspondences, administrative support and clerical functions.
Training : At least four (4) hours relevant training preferably in the areas of administrative support and clerical functions
Eligibility : Career Service (Sub-Professional)/1st Level Eligibility

OTHER QUALIFICATIONS:

1. Computer literate with knowledge of MS Office
2. Good written and oral communication skills
3. Good records management
4. Willing to work long hours and multi-task type of work
5. Able to work harmoniously, competently and effectively under pressure.

JOB DESCRIPTION:

Under the immediate supervision of the Regional Program Focal of the Risk Resiliency Program (RRP), the AA II shall perform secretarial, administrative support and clerical functions for the division and does other related works.

Job Outputs:

1. Data tracking system of the incoming and outgoing documents of the program
2. Updated list of program activities/meetings
3. File confidential and regular correspondences such as reports and other documents with proper labeling for easy retrieval

Functions and Responsibilities:

1. Record and manage all incoming and outgoing communications using the established system for data and record management
2. Scan to file, save, consolidate, maintain and update official files of the program, document tracking system and data banking
3. 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 actions
4. Ensure that important records of the program such as enrolment documents, project proposals, and other relevant documents are properly and safely filed using the standard filing system
5. Organize all schedules and reminders of concerned staff
6. Facilitate administrative and logistical support of the field-based PDOs and other staff of the program and act on it in a timely manner as well as the needed coordination with other Offices, Divisions, Sections and Units
7. Tract the compliance of the turn-around documents for actions in order to ensure that these are acted on or before the deadline.
8. Prepare and disseminate agenda of RRP meetings, ensure attendance of staff and participants, prepare minutes of staff meetings and other meetings assigned and assume responsibility for the distribution and follow-ups in the implementation of decisions, agreements and plans arrived at
9. Make telephone calls, transmit messages, assist in preparation, encoding and management of documents, communications and correspondence and submit reportorial requirements
10. Perform other administrative tasks and clerical functions as maybe 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)	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
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 July 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 II – 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) 303 5620 local 114.


GENELYN P. MARTURILLAS
Administrative Officer V 
Human Resource Planning and Performance Management Section