

Date: 3 AUGUST 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: PROMOTIVE SERVICES DIVISION - SUSTAINABLE LIVELIHOOD PROGRAM

ADMINISTRATIVE ASSISTANT II

Item number : N/A
Compensation : SG 8 (Php 18,998.00)
Place of Assignment: SLP Provincial Operations Office – Tandag City, Surigao del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Training : At least four (4) hours relevant training
Experience : At least one (1) year experience relevant to the job
Eligibility : None Required
Other qualifications : Computer literate with advance knowledge on Microsoft Office Applications; Capability to work in fast-paced working environment, under pressure and multi-task; Positive attitude to work with minimum supervision

Job Functions and Output:

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. Transit and track incoming and outgoing communications and reports;
5. Do efficient financial and material resource: prepare purchase request on Office Supplies and equipment for the program;
6. Prepare minutes of the meeting/proceedings of every RPMO/Provincial activities;
7. Perform other related task

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

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 AUGUST 9, 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 – SLP** 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 Head