

Date: August 15, 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: Pantawid Pamilyang Pilipino Program

ADMINISTRATIVE AIDE IV- ENCODER

Item Number : N/A
Compensation : SG 4 (Php 14, 993.00)
Place of Assignment : Provincial Operations Office- Surigao City, Surigao del Norte

PREFERRED QUALIFICATIONS:

Education : Completion of two- years in college
Experience : At least one (1) year relevant experience
Training : None required
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Encoding Office Head, the position performs the following tasks below:

Functions and Responsibilities:

1. Encode completed and reviewed Updates form, Compliance Verification (CV) forms, and Grievance Redress System (GRS) forms following the encoding guidelines by the program.
2. Ensure completeness and accuracy of the data encoded.
3. Present to the supervisor the schedule of encoding on a daily basis and inform changes if there is/are and submit daily accomplishment reports.
4. Ensure the safety of the issued laptop/desktop computers for use in the encoding of data and their proper use.
5. Receive the training provided by the supervisor of the methodology in encoding and request for clarifications of concerns related thereto.
6. Attend weekly meetings or whenever requested by COO/POO designated staff to see the progress of the activity.
7. Perform other related tasks as may be assigned.

Applicants should be guided by the following **Criteria for Evaluation (CE)**:

- Education (E) 25%
- Training (T) 10%

- Experience (E) 25%
 - Initial Qualifying Test (IQT) 10%
 - Special Exam (Technical) 10%
 - Competency-Based Interview (CBI) 15%
 - IPCR or any related Performance Assessment/Review 5%
- Total 100%**

Initial Shortlisting: Obtain 70% maximum total score of the CE except CBI
Second Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application through <https://bit.ly/3AwaTCp> or through email address, recruitment.focrg@dswd.gov.ph, with the complete scanned copies of the following documents below **on or before 25 August 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/employment experience*).

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

- a. All applications shall be submitted to the above-mentioned link. Applications submitted through email shall be entertained until August 31, 2022 **ONLY**. Be reminded to indicate **APPLICATION FOR ADMINISTRATIVE AIDE IV- ENCODER** as the e-mail subject.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable).
- c. Requests for extension of submission and application with incomplete documents will not be entertained.
- d. All communications pertaining to your application will be sent via text/e-mail.

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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or email us at recruitment.focrg@dswd.gov.ph.


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