

Date: August 30, 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: Policy and Plans Division- Targeted Cash Transfer Program (TCT)

ADMINISTRATIVE ASSISTANT III

Item Number : N/A
Compensation : SG 9 (Php 20,402.00)
Place of Assignment : TCT Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Policy and Plans Division Chief, the position performs the following tasks below:

Functions and Responsibilities:

1. Receives and records incoming and outgoing documents and updates them at the Data Tracking System;
2. Tracks communications and maintains a central file of documents in the unit;
3. Operates fax machines and transmits messages to other agencies and offices;
4. Provides clerical and administrative assistance in addressing requirements in the conduct of meetings, conference, etc;
5. Assist in the preparation of technical reports, letters, memorandum and others;
6. Provides administrative assistance in a day-to-day RPMO;
7. Performs other project related tasks as maybe required by the Project.

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

● Education (E)	25%
● Training (T)	10%
● Experience (E)	25%
● Examination	25%
● Competency-Based Interview (CBI)	15%
Total	100%

Interested and qualified applicants may submit their application thru tctfocrg.recruitment1@gmail.com with the complete scanned copies of the following documents below **on or before 2 September, 2022**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga - Libang;
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. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and


*******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 ADMINISTRATIVE ASSISTANT III - TCT** 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 shall 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 8620 local 114.


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