

Date: 29 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: Office of the Regional Director

REGIONAL EXECUTIVE ASSISTANT

Item Number : N/A
Compensation : SG 17 (Php 41 508.00)
Place of Assignment : Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job with preference in Communication- related courses, legal/ law- related courses and other related courses
Experience : At least one (1) year relevant work experience
Training : None required
Eligibility : None required

Functions and Responsibilities:

1. Manage an active calendar of activities and appointments of the Regional Director;
2. Compose and prepare correspondences (at times confidential) per the instruction of the RD;
3. Facilitate the travel arrangements and the preparation of travel-related meeting documents of the RD;
4. Organize meetings/ appointments called for by the RD and act as secretariat as required;
5. Maintain strong linkages with the other REAs and CO-based EXECOM EAs on matters which may be needing coordination between said Office Units;
6. Provide smooth communication between the RD's office and internal divisions/units by managing the day-to-day operational and administrative activities of the Director;
7. Organizing the incoming flow of work, prioritizing incoming requests, maintaining a control system, and following-up actions of the RD to ensure timely response;
8. Work closely and effectively with the RD to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Having a sense of initiative for the issues taking place in the office and keeping the RD updated;
9. As required, screen correspondence, respond to requests for non-technical information by correspondence and on the phone, draft correspondence on general inquiries for the Director's signature, assemble and summarize information necessary for preparing a reply by the Director;
10. Obtain, compile and extract information from files, publications, databases, and other sources, on her own initiative or as requested by the Regional Director, to prepare documents and briefing papers. Undertake research to provide information to internal and external audiences, often on an urgent basis, using databases and/or the Internet;
11. Coordinate to the focal person on Performance Management System of the Field Office and act as the contact point for OPCR (thru CESPES) documentation of the RD;

12. Perform other official and related technical tasks as may be assigned by the RD.

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)	15%
• Competency-Based Interview (CBI)	10%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 70% total score of CE except CBI

Final 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://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before 09 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 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

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

- a. All applications shall **ONLY** be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall 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 send us your queries through <https://caraga-iris.dswd.gov.ph/>.

for: 
GENELYN P. MARTURILLAS
Administrative Officer V

Human Resource Planning and Performance Management Section