

Date: 04 November 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: Protective Services Division/Regional Rehabilitation Center for Youth

ADMINISTRATIVE ASSISTANT III

Item Number : N/A (Reference No. FOCARAGA-COS-ADAS3-000003)
Compensation : SG 9 (Php 20,402.00)
Place of Assignment : Regional Rehabilitation Center for Youth, Prosperidad, Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Information Technology, Information Systems, or any other related course
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : With or without eligibility

JOB DESCRIPTION:

Under general supervision and with limited latitude for the exercise of independent judgment, performs simple but responsible subprofessional work in the provision of administrative and logical support to the day-to-day operations of the Regional Rehabilitation Center for Youth.

Functions and Responsibilities:

1. Establish and maintain an organized and systematic filing and documents tracking system;
2. Transmit and track incoming communications;
3. Maintain file of documents/reports;
4. Assist staff in all personnel related issue, such as but not limited to salary information, preparation of DTR and accomplishments, filing of BIR-related requirements, and yearly renewal of requirements of staff;
5. Create semestral and annual inventory of trainings;
6. Conduct turnover of unserviceable equipment/supplies to Property Unit for Disposal;
7. Conduct Inventory of Supplies (food, office supplies, and other supplies);
8. Facilitate release of supplies; and
9. Perform other related tasks that may be assigned by the supervisor.

Job Outputs:

1. Filing system for documents and reports
2. Log of incoming and outgoing documents
3. Semestral and annual inventory of trainings
4. Turnover Report
5. Inventory of Supplies

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

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|---------------------------------|-----|
| ● 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
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 14 November 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/>.


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