

Date: 14 DECEMBER 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: HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION

ADMINISTRATIVE ASSISTANT II (Administrative Assistant)

Item number : N/A
Compensation : SG 8 (Php 18,998.00)
Place of Assignment: HRMDD / HRPPMS

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : At least One (1) year of relevant work experience on office administration
Training : At least Four (4) hours of relevant training
Eligibility : Career Service (Sub-Professional) / First Level Eligibility

JOB DESCRIPTION:

The role of the Administrative Assistant II (AA II) is to provide administrative and logistical support to the technical staff of the HRPPMS.

Functions and Responsibilities:

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. Monitor submission of Individual Performance Contract (IPC) and Individual Performance Contract (IPCR) of COS Staff;
5. Transmit and track incoming and outgoing communications and reports;
6. Do efficient financial and material resource: prepare purchase request on office supplies and equipment for the program;
7. Perform other tasks maybe assigned by the supervisor.

Job Outputs:

1. Records Filing System; and
2. Inventory of properties

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 and only those who obtained an average percentile on IQT
- Second Shortlisting:** Top Five Highest rating but overall rating should not 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 DECEMBER 23, 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 R. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section