

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 OFFICER II

Item Number : N/A
Compensation : SG 11 (Php 25,439.00)
Place of Assignment : DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Psychology or any other related course
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : Second Level Eligibility

JOB DESCRIPTION:

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult responsible professional work pertaining to human resource management and development, specifically in recruitment, selection, and placement and performance management.

Functions and Responsibilities:

1. Paper-screen job applications and other related documents submitted online;
2. Administer technical exams and assist in the administration of the Initial Qualifying Test;
3. Facilitate, track, and manage posting of notice of vacancies and short-listed applicants;
4. Act as secretariat for the Human Resource Merit, Promotion, and Selection Committee (HRMPSC);
5. Take charge in the preparation and documentation of the RSP processes;
6. Prepare HRMPSC deliberation documents;
7. Prepare reply letter to resignations;
8. Prepare contracts and job offers for newly-hired and promoted Contract of Service (COS) staff;
9. Prepare endorsements for the newly-hired and promoted staff;
10. Assist in the preparation of reports and other documents pertaining to Workforce Planning;
11. Prepare monthly reports on Staffing to Central Office;
12. Prepare special reports and periodic reports required by the Central Office and special instructions from Section Head and Division Chief;
13. Prepare proceedings and/or minutes during the conduct of HRPPMS Capability Building Activities and other related activities and;
14. Perform other related tasks as may be assigned by the Immediate Supervisor.

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)	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 thru <https://caraga-iris.dswd.gov.ph/> with the complete scanned copies of the following documents below **on or before 21 December 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
 Human Resource Planning and Performance Management Section