

Date: 20 February 2023

### **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/ Capacity Building Section**

#### **ADMINISTRATIVE ASSISTANT II**

Item Number : N/A (Ref.: FOCARAGA-COS-ADAS2-000030)  
Compensation : SG 8 (Php 19,744.00)  
Place of Assignment : DSWD Field Office Caraga

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree  
Experience : At least two (2) years of relevant work experience on office administration  
Training : At least eight (8) hours of relevant training  
Eligibility : With or Without Eligibility

#### **JOB DESCRIPTION:**

Under the immediate supervision of the Capacity Building Section Head, the Administrative Assistant II performs secretarial, administrative support and clerical functions for the section and does other related works.

#### **Functions and Responsibilities:**

1. Manages the incoming and outgoing communications of the section;
2. Keep tracks of the Institutional Development Capacity Building Plan and Report reports submitted from the sections/division;
3. Acts and serves as custodian of all related forms, templates and documents, properties of the section;
4. Maintains filing of records and documents;
5. Updates calendar of activities of the section in coordination with other Capacity Building Section staff;
6. Submits weekly accomplishment of the Section;
7. Submits monthly consolidated Client Satisfaction Survey Report;
8. Prepares materials for all Institutional Development Capacity Building activities of the section;
9. Actions to routed documents or communications;
10. Assists the secretariat during Social Welfare and Development Forum, Social Welfare and Development Learning Network Meeting, Student Training Program Orientation and other Capacity Building Section initiated activities; and
11. Performs 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)	10%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**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 01 March 2023**.

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