

Date: 16 January 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: Crisis Intervention Section**

#### **Administrative Assistant II**

Item number : N/A  
Compensation : SG 8 (Php 19,744.00)  
Place of Assignment: CIS Satellite Office – Dapa, Surigao del Norte

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Business Administration, Accounting and/or Finance, I.T graduate or any related business course  
Experience : 1 year relevant experience  
Training : 4 hours related training  
Eligibility : With or without eligibility

#### **JOB DESCRIPTION:**

Under the immediate supervision of the CIS Section Head, the AA II is responsible for the encoding, summarizing and checking of the cash vouchers, prepares replenishments and liquidation reports and does other related clerical works.

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

1. Encodes and summarize daily paid cash vouchers, guarantee letters and collate it per service provider.
2. Check all submitted cash vouchers and its attached filled-out forms from social workers.
3. Prepare and submit replenishment of petty cash vouchers.
4. Review the replenishments and liquidation reports from the CIS satellite offices.
5. Monitor/track the issuance of cash voucher vis-à-vis the available cash on hand.
6. Perform other related tasks as may be assigned by the supervisor.

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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%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the ETE**

**Second Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%**

Interested and qualified applicants may submit their application through [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph), with the complete scanned copies of the following documents below **on or before 21 January 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 [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph).

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