

01 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: Administrative Division

Administrative Officer II

Designation : BAC Secretariat Member
Compensation : SG 11 with Premium (Php 28,485.00)
Place of Assignment: Field Office – Bids and Awards Committee (BAC)

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Accounting, Accounting Technology, or any Finance related course
Experience : At least one (1) year of relevant experience, preferably in Government Institution; Knowledgeable in Government Procurement – RA 9184
Training : At least eight (8) hours of Accounting related training
Eligibility : Preferably RA 1080/ Career Service (Professional) Second Level Eligibility

JOB DESCRIPTION:

Under immediate supervision of the BAC Chairperson/ BAC Secretariat Head, performs office and/or administrative functions in the Bids and Awards Committee; and does other related work.

Functions and Responsibilities:

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurements documents and other records and ensure that procurement undertaken by the Procurement Entity are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Assist in managing the procurement processes;
7. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
8. Act as the central channel of communications for the BAC with end-use or implementing units, PMOs, other unit of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public; and
9. Perform other related tasks as maybe assigned or required by the immediate supervisor.

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% |

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 <https://caraga-iris.dswd.gov.ph>, with the complete scanned copies of the following documents below **on or before 08 February 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