

Date: **8 MARCH 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** positions with details as follows:

Office: Pantawid Pamilyang Pilipino Program**ADMINISTRATIVE AIDE IV (ENCODER)**

Item number : N/A
Compensation : SG 4(15,586.00)
Place of Assignment: Within Caraga Region (Field/Municipal- Based)

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Training : None required
Experience : At least 1 year relevant experience
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Supervisor, the Administrative Aide IV performs the following tasks below:

Functions and Responsibilities:

1. Encode complete and reviewed updates form, CVS forms and GRS forms following the encoding guidelines by the 4Ps;
2. Ensure completeness and accuracy of the data encoded. In case of complaints against the encoder, the Second Party should submit a written report regarding the complaint while DSWD shall provide prompt and appropriate disciplinary;
3. Present to the Supervisor the schedule of encoding on a daily basis and inform changes if there is/are and submit a daily accomplishment reports;
4. Ensure the safety of the issued laptop/desktop computers for use in the encoding of data and their proper use;
5. Receive the training provided by the Supervisor on the methodology in encoding and request for clarifications of concerns related there to;
6. Attend weekly meeting or whenever requested by COO/POO designated staff to see the progress of the activity;

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

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 March 13, 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