

Date: **26 May 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: Pantawid Pamilyang Pilipino Program**

#### ADMINISTRATIVE AIDE IV

Item number : N/A  
Compensation : SG 4 (Php 15, 586.00)  
Place of Assignment: Tandag City, Surigao del Sur

#### PREFERRED QUALIFICATIONS:

Education : Completion of two-years in college  
Training : None required  
Experience : At least one (1) year of relevant experience  
Eligibility : None required

#### JOB DESCRIPTION:

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

#### Job Functions and Output:

1. Encode completed and reviewed updates forms, 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 actions;
3. Present to the Supervisor the schedule of encoding on a daily basis and inform changes if there is/are and submit 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 thereto;
6. Attend weekly meetings or whenever requested by COO/POO designated staff to see the progress of the activity;
7. Perform other related tasks related to 4Ps.

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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)	10%
• 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 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 May 31, 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 Sections