

Date: 01 June 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 **permanent** position with details as follows:

**Office: Administrative Division****Administrative Officer III (Records Officer II)**

Item Number : OSEC-DSWDB-ADOF3-25-2015  
Compensation : SG 14 (Php 33,843.00)  
Place of Assignment : Records Management Section

**PREFERRED QUALIFICATIONS (COMPETENCY-BASED):**

Education : Bachelor's degree preferably in Finance, Management, Public Administration  
Training : At least 8 hours of relevant training in records management and/or 7S  
Experience : At least 2 years of work-related experience in administrative work  
Eligibility : Career Service (Professional) Second Level Eligibility  
Skills : Proficient in the use of MS Office, especially MS Excel and Word

**JOB DESCRIPTION:**

Under general supervision of the Chief Administrative Officer and with some latitude for the exercise of independent judgment, serves as Head of the Records Management Section; engaged in the development and/or implementation of policies, programs and procedures for an efficient and effective records management and ensure appropriate management procedures are in place for economical, efficient and effective services.

**Job Outputs:**

1. Authenticated Documents
2. Letters/Memoranda
3. Ocular Inspection Report
4. Request for Disposal Report
5. Signed/Approved NAP Form 3

**Functions and Responsibilities:**

1. Act as Head of the Records Management Section;
2. Prepared scheduled and special report such but not work and financial plan and the monthly disbursement plan, actual budget utilization data etc.;
3. Provide technical assistance to internal and external intermediaries;
4. Advise the Division Chief on major records management concerns;
5. Ensure the preservation and safekeeping of historical and important documents;
6. Ensure provision of efficient and effective records management, including retrieval and disposition, as well as messengerial services;
12. Performs other related tasks.

---

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 <https://caraga-iris.dswd.gov.ph>, with the complete scanned copies of the following documents below **on or before 11 June 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;
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.

\*\*\*\*\***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 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