

Date: **27 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 Contract of Service** position with details as follows:

Office: Office of the Regional Director**ADMINISTRATIVE ASSISTANT III**

Item number : N/A (Ref.: FOCARAGA-COS-ADAS3-000011)
Compensation : SG 9 (Php 21,211.00)
Place of Assignment: DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree
Training : At least eight (8) hours relevant training
Experience : At least one (1) year relevant work experience
Eligibility : With or Without Eligibility
Others : Proficient in the use of Microsoft Office especially Microsoft Excel
Proficient in Technical Writing
Can perform Liaison Officer functions

JOB DESCRIPTION:

Under the immediate supervision of the Regional Director, the Administrative Assistant III shall perform both administrative tasks and office liaison functions.

Job Functions and Output:

1. Provide administrative support to the day-to-day operations;
2. Establish and maintain organized and systematic filing and document tracking;
3. Transit and track incoming and outgoing documents to respective divisions;
4. Prepare consolidated reports for the division;
5. Prepare purchase request on Office Supplies and Equipment for the office;
6. Prepare regional special orders and travel orders for the staff under the Office of the Regional Director;
7. Act as a Liaison Officer for the Office of the Regional Director; and
8. Performs other related tasks as may be assigned by the immediate supervisor.

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%
- Competency-Based 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 the 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 JULY 03, 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