

Date: **30 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: Promotive Services Division - KALAHI**Administrative Assistant III**

Item number : N/A
Compensation : SG 9 (Php 21,129.00)
Place of Assignment: DSWD Field Office CARAGA

PREFERRED QUALIFICATIONS:

Education: Bachelor's degree relevant to the job
Experience: 1 year relevant work experience
Training : 4 hours of relevant training
Eligibility : None required

JOB DESCRIPTION:

The Administrative Assistant III is responsible for providing administrative services to the ACT and RPMO.

Functions and responsibilities:

1. Facilitates incoming and outgoing documents;
2. Receives and records all incoming and outgoing documents;
3. Files and organizes KALAHI CIDSS documents following DSWD standards;
4. Prepares Travel Orders for the personnel of Regional Program Management Office - Operations;
5. Provided technical assistance to other operating units on area of expertise
6. Facilitate all administrative-related tasks pertinent to the processing of various documentary transactions of the RPMO, including but not limited to, recording it to Document Tracking System, inputting/ generating Document Reference Number, among others
7. Scan, photocopy records, documents for safekeep and other documents.
8. Performs other related functions and/ or 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	<u>5%</u>
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE

PAGE 1 of 2

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 JULY 6, 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