

Date: 03 July 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: Protective Services Division

Administrative Aide IV (Clerk II)

Item No. : OSEC-DSWDB-ADA4-814-2004
Compensation : SG 4 (Php 15,586.00)
Place of Assignment : Regional Rehabilitation Center for Youth (RRCY)
Patin-ay, Prosperidad, Agusan del Sur

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job
Training : At least 8 hours of relevant training
Experience : At least 2 years of relevant training
Eligibility : Career Service (Professional) Second level eligibility

Functions and Responsibilities:

1. Monitors the budget and expenses;
2. Prepare WFP and PPMP;
3. Prepare Replenishment of Cash Advance and Cash Management Report;
4. Act as Special Disbursing Officer;
5. Submit Monthly Plan Fund Utilization Report;
6. Document the Minutes of Monthly Staff and Weekly Focal Meeting;
7. Determines the need of the center and requisition the same;
8. Consolidation and submission of Quarterly Customer Satisfaction Measurement Report (CSMR);
9. Preparation of Quarterly LGU 1/3 Cost of Share;
10. Monitors and provides supervision to admin staff to include security guards, maintenance worker, driver, admin assistants;
11. Act as Document Custodian (Prepare Quarterly Records Holding Inventory and Master List of Maintained Documented Information (Internal and external; Entry of incoming and outgoing documents to EDTMS);
12. Attends meetings, conferences, seminar workshop, etc.;
13. Does other related work and other assignments delegate by the supervisors.

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%
Total	100%

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 13 July 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 F. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section