

Date: 11 August 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: DISASTER RESPONSE MANAGEMENT DIVISION (DRMD)

ADMINISTRATIVE ASSISTANT I

Item Number : N/A
Compensation : SG 7 (Php 18,620.00)
Place of Assignment : DRMD/DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : At least 1 year of practical experience preferably in the areas of databank maintenance, preparation of minutes of the meetings, communications and correspondences, administrative support and clerical functioning
Training : At least 4 hours of relevant training preferably in the areas of administrative support and clerical functions
Eligibility : CS Sub-Professional/ 1st Level Eligibility
Others :

- Computer literate with knowledge on MS Office
- Good written and oral communication skills
- Good records management
- Willing to work long hours and multi tasks type of work
- Able to work harmoniously, competently and effectively under pressure

Job Summary:

Under the immediate supervision of the PDO III/Regional Program Focal of the Risk Resiliency Program (RRP), the Administrative Assistant I shall perform administrative support and clerical functions for the program and does other related works.

Functions and Responsibilities:

1. Record and manage all incoming and outgoing communications using the established system for data and record management.
2. Scan to file, save, consolidate, maintain and update official files of the program, document tracking system and data banking.

3. Screen and yet all communications and official documents in concurrence with the immediate supervisor, prior to submission to the higher authorities for signature and/or action.
4. Ensure that important records of the program such as enrolment documents, project proposals, and other relevant documents are properly and safely filed using the standard filing system.
5. Organize all schedules and reminders of concerned staff.
6. Facilitate administrative and logistical support of the field-based PDOs and other staff of the program and act on it in a timely manner as well as the needed coordination with other Offices, Divisions, Sections and Units.
7. Tract the compliance of the turn-around documents for action in order to ensure that these are acted on or before the deadline.
8. Prepare the disseminate agenda of RRP meetings, ensure the attendance of staff and participants, prepare minutes of staff meetings and other meetings assigned and assume responsibility for the distribution and follow-ups in the implementation of decisions, agreements and plans arrived at.
9. Make telephone calls, transmit messages, assist in preparation, encoding and management of documents, communications and correspondence and submit reportorial requirements.
10. Perform other administrative tasks and clerical functions as maybe assigned by the 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)	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

Final Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application thru <https://caraga-iris.dswd.gov.ph/> with the complete scanned copies of the following documents below **on or before 16 August 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 recruitment.focrg@dswd.gov.ph.


MARY CHILL L. MOMO
Administrative Officer V
HRPMSA Chairperson