

Date: 22 August 2023

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has (2) vacant **contract of service** position with details as follows:

Office: Administration Division

Administrative Aide IV (Driver II)

Item Number : N/A
Compensation : SG 4 Php 15,586.00
Place of Assignment : General Services Section

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : High School graduate with diploma
Experience : At least 2 years of work-related experience as driver mechanic
Training : None required
Skills : Preferably holding NC II certificate in driving or mechanic/ Eligibility Professional Driver's License

Job Functions and Outputs:

General Function:

Ensures that vehicle/s is always in good running condition

Primary Task:

1. Conduct necessary vehicle/s repair and maintenance
2. Conduct daily vehicle/s checkup
3. Recommend to the management the necessary vehicle repair and maintenance
4. Provide technical assistance to the driver/s
5. Closely coordinate with driver/s to ensure that vehicle/s is required with proper tools before dispatch
6. Perform related task/s function according to standard operation procedure to ensure safe work environment for all associates and
7. Perform other related tasks given by Immediate Supervisor.

Applicants should be guided by the following **Criteria for Evaluation**:

| | |
|---|-------------|
| ● Education (E) | 20% |
| ● Training (T) | 15% |
| ● 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 01 Sept 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 *fm*
Human Resource Planning and Performance Management Section