

Date: 01 September 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: Human Resource Management and Development Division**

### ADMINISTRATIVE ASSISTANT II (HRMA)

Item Number : OSEC-DSWDB-ADAS2-148-2015  
Compensation : SG 8 (Php 19,744.00)  
Place of Assignment : Field Office - HR Welfare Section

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job  
Training : At least 4 hours of relevant training  
Experience : At least 1 year of work-related experience  
Eligibility : CS (Subprofessional) First Level Eligibility  
Skills : Proficient in technical writing and secretariat support to regional committees

### JOB DESCRIPTION:

Under the direct supervision of the HRWS Head, will be responsible for the timely and proper implementation of activities geared towards the promotion of employees' welfare and the improvement of employee relations.

### Functions and Responsibilities:

1. Facilitate in the conduct of various health & wellness related activities;
2. Facilitate in the conduct of government hour activities;
3. Facilitate in the provision of assistance to DSWD personnel who were affected by socio-economic risks and crisis situations such as sickness, injury, or death among others that may hamper their full functioning in the workplace;
4. Provide secretariat support to various regional committees;
5. Prepare documentation reports, minutes of meetings and/or proposals;
6. Conduct orientation on AO 14 s. 2017 (Drug Free Workplace & Anti-Tobacco Campaign);
7. Attendance to training/meetings; and
8. Perform other related tasks that would contribute to the effective and efficient implementation of the section's functions.

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)	10%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**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 11 September 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  
Human Resource Planning and Performance Management Section