

Date: **1 SEPTEMBER 2023**

## **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has fifty-one (51) vacant **Contract of Service** position with details as follows:

**Office: PROTECTIVE SERVICES DIVISION / CRISIS INTERVENTION SECTION**

### **Administrative Aide IV**

Item number : N/A  
Compensation : SG 4 (Php 15, 586.00)  
Place of Assignment: ANYWHERE IN CARAGA

### **PRESCRIBED QUALIFICATIONS:**

Education : Completion of two years in College  
Experience : At least six (6) months of relevant experience  
Training : None required  
Eligibility : None required

### **JOB DESCRIPTION:**

Under the immediate supervision of the Supervisor, the Administrative Aide IV performs the following tasks below:

### **Functions and Responsibilities:**

1. Encode the beneficiaries CIS forms during payouts to the Regional Clients Database/CrIMS;
2. Encoders of CRIMS, FO & Satellite Offices data base;
3. Verifiers at the client's serving area;
4. Verifiers of documents / CIS forms during and after validations and payouts;
5. In charge for documentation of clients served (AICS);
6. In charge of filling out forms for CIS Survey Forms;
7. Review submitted documents for liquidation (after payout);
8. Assist billing, sorting of forms and checking of issued GLs and Cash Vouchers;
9. Scanning of AICS documents to be submitted to Accounting;
10. Process and coordinate with the concerned Special Disbursement Officers (SDOs) for paid beneficiary with the actual signed payroll and monitor cash advances;
11. Augmentation staff to be assigned at the accounting section for the processing of AICS vouchers and other documents;
12. Perform other related tasks as may be assigned by the supervisor.

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

- Education (E) 25%
- Training (T) 10%
- Experience (E) 25%
- Initial Qualifying Test (IQT) 10%

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- Special Exam (Technical) 10%
- Interview 15%
- IPCR or any related Performance Assessment Review 5%
- Total 100%**

**Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE**  
**Second Shortlisting: Top Five Highest rating but overall rating should not less than 80%**

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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 SEPTEMBER 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