

Date: 10 OCTOBER 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 **Contractual** position with details as follows:

**Office: OFFICE OF THE REGIONAL DIRECTOR**

#### ADMINISTRATIVE ASSISTANT III (SECRETARY II)

Item number : N/A  
Compensation : SG 9 (Php 21,211.00)  
Place of Assignment: Field Office Caraga / Social Marketing Section

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's degree preferably in Communications or IT-related courses  
Training : At least four (4) hours of relevant training to the position  
Experience : At least one (1) year relevant experience in the field of Communication/  
Information Technology  
Eligibility : None required but having a license/ eligibility is an advantage  
Others : Knowledge in photo and video production, average skills in photography,  
lay outing, and video production

#### Job Functions and Output:

1. Manage incoming/ outgoing communications;
2. Assist in the conduct/ documentation of Social Marketing activities;
3. Maintain/ manage office files and documents;
4. Facilitate graphics designing and photo and video editing;
5. Serve as property custodian of the section;
6. Serve as document custodian of the section;
7. Manage Social Marketing administrative/ office systems;
8. Monitor and prepare monthly quad-media report;
9. Perform other related tasks required 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%
• Special Exam (Technical)	10%
• 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 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 October 19, 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 *gpm*  
Human Resource Planning and Performance Management Section