

Date: **05 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 Contract of Service** position with details as follows:

Office: PROMOTIVE SERVICES DIVISION – REGIONAL SOCIAL PENSION UNIT

ADMINISTRATIVE AIDE IV

Item number : N/A
Compensation : SG 4 (Php 15,586.00)
Place of Assignment: DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Graduate of any four (4) year course
Training : None Required
Experience : None Required
Eligibility : None required but having a license/ eligibility is an advantage

Job Functions and Output:

Under immediate supervision, performs office and/ or administrative functions in Social Pension Unit and does other related work.

Job Outputs:

1. Performs highly skilled and responsible clerical works;
2. Assist in the provision of technical/ instructional services to Social Pension beneficiaries;
3. Collates and maintain Social Pension documents submitted by the LGU;
4. Performs, filing, printing, and scanning of all Pension payrolls and other documents;
5. Take as liaison and errand regarding Social Pension concerns;
6. Prepare minutes of meeting of every SPPMO activities.
7. Review, sort and file attached of Pagtugot needed for COA submission.
8. Review and file the stipend utilization report (paid registry).
9. Perform other related task/ functions as may be assigned by the unite head.

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% |
| • 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 ETE

Second Shortlisting: Top Five Highest rating but overall rating should not 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 October 08, 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 & Performance Management Section - Head