

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

Office: Regional Operations Center

STATISTICIAN I (Reposted)

Item number : N/A
Compensation : SG 11 (Php 27,000.00)
Place of Assignment: Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor degree of any 4-year course preferably in the Statistics, Mathematics and other related course
Experience : one (1) year relevant experience
Training : 4 hours relevant training (cumulative)
Eligibility : Career service (Professional), Second Level Eligibility

JOB DESCRIPTION:

Under general supervision of the PDO II, the Statistician I provides statistical analysis of the collected data and assists in monitoring resolution of grievance.

Functions and Responsibilities:

- Prepares/ integrates/ updates required planning document;
- Under general supervision, performs statistical functions;
- Reviews, consolidates, tabulates and complies periodic plans and reports;
- Validates, maintains statistical reports for data bank;
- Assist in the data gathering or collection and compilation and analysis of the data;
- Assist in the evaluation of results of statistical surveys and similar inquiries for accuracy, consistency and conformity to standards;
- Attends staff meeting, conferences seminars and other related task assigns by the management; and
- Perform other related task as assigned by supervisor.

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%
- 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 October 20, 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