



09 November 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 I (SECRETARY B)

Item Number : OSEC-DSWDB-ADAS1-8-2006
 Compensation : SG 7 (Php 18,620.00)
 Place of Assignment : Field Office – Office of HRMDD Chief

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job
 Training : At least 8 hours of relevant training
 Experience : At least 1 year of relevant work experience
 Eligibility : CS (Subprofessional) First Level Eligibility

JOB DESCRIPTION:

Under immediate supervision of the HRMDD Chief and with detailed rules and procedures, performs clerical and administrative support to the office.

Job Output:

1. Request for Special Orders and Succession
2. Simple Transmittal
3. Updated database of Incoming and Outgoing Documents
4. Updated Electronic Document Tracking and Monitoring System
5. Updated filing and scanning of documents

Functions and Responsibilities:

1. Receive, record and endorse incoming documents to the concerned personnel;
2. Transmit and record the outgoing documents to the concerned office;
3. Receives phone calls and refers inquiries to concerned personnel;
4. Maintain and update the Electronic Document Tracking and Monitoring System;
5. Prepare and submits Request for Special Order and/or Succession to the Central Office;
6. Monitoring of approved special orders regarding the effectivity and expiration of the order;
7. Acts as liaison officer for the Division;
8. Perform other related task that may be assigned from time to time by the immediate supervisor.

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

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| ● 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% |



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 19 November 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>.

for: 
GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section