



Date: **13 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 **Contract of Service** position with details as follows:

Office: Promotive Services Division – KALAHI-CIDSS

Administrative Officer II

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

PREFERRED QUALIFICATIONS:

Education: Bachelor's degree relevant to the job
 Experience: At least one (1) year of relevant experience
 Training : At least eight (8) hours of relevant training
 Eligibility : None required but having an eligibility is an advantage

JOB DESCRIPTION:

The Administrative Officer II is responsible for providing administrative services to the Assistant Regional Director for Operations for the incoming and outgoing of documents, inventory for safekeeping, and disposal. Including a variety of clerical and administrative duties, act as secretariat, manage an active calendar of appointments, facilitate the travel arrangements and the preparation of travel-related meeting documents of his/her supervisor, obtain, compile and extract information from files, publications, databases, and other sources, on his/her own initiative or as requested by the supervisor.

Functions and responsibilities:

1. Facilitates incoming and outgoing documents;
2. Receives and records all incoming and outgoing documents;
3. Files and organizes DSWD documents following the agency's standards;
4. Prepares Travel Orders for the ARD – Operations;
5. Provide smooth communication between the ARDO's office and other internal division/ units by managing the day-to-day operational activities of the ARDO;
6. Work closely and effectively with the ARDO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Have a sense of initiative for the issues taking place in the and in keeping the ARDO updated.
7. Provided technical assistance to other operating units on area of expertise
8. Facilitate all administrative-related tasks pertinent to the processing of various documentary transactions of the ARDO, including but not limited to, recording it to Document Tracking System, inputting/ generating Document Reference Number, among others
9. Scan, photocopy records, documents for safe keep and other documents.

10. Compose and prepare correspondences (at times confidential) and memorandums as per the instruction of the ARDO;
11. Act as secretariat in various meetings and prepare necessary documentation/ reports; and
12. Perform other related functions and/ or tasks.

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

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| • 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 | <u>5%</u> |
| Total | 100% |

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of 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 NOVEMBER 18, 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