

Date: **05 DECEMBER 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: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION

ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)–EXTENDED DEADLINE

Item number : N/A
Compensation : SG 8 (Php 19,744.00)
Place of Assignment: Field Office – HR Planning and Performance Management Section

PREFERRED QUALIFICATIONS:

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

JOB DESCRIPTION:

Under the direct supervision of the HRPPMS Head, the Administrative Assistant II is responsible for providing administrative support in the implementation of the DSWD Strategic Performance Management System and perform other related tasks.

Job Output:

1. Report on Summary of Performance Contract Ratings (SIPR/DPCR/OPCR) for 1st and 2nd Semester
2. Report on Summary on Individual Performance Contract and Division Performance Contract
3. Report on Summary of Individual and Division Performance Checkpoint for 1st and 2nd Semester
4. Semestral Report on Certificate of Performance Rating issued
5. Report on Performance-Based Bonus
6. Report on Complete Database of Staffing in Operational Structure

Functions and Responsibilities:

1. Acts as the Performance Management System Alternate Focal Person;
2. Acts as Secretariat to the Regional Performance Management Team;
3. Attend meetings and other activities related to DSWD SPMS Implementation;
4. Prepare and submits report relative DSWD Strategic Performance Management System;
5. Prepare and submits report related to Performance-Based Bonus;
6. Oversee and monitor submission of performance management forms of staff;
7. Provide assistance in the accomplishment of performance management forms, provision of updated forms and respond relevant queries;

8. Prepare memorandum relevant to the implementation and enhancement of DSWD Strategic Performance Management System;
9. Prepares and submit Monthly Staffing report to Central Office;
10. Collect, organize and maintain files or records of performance ratings of officials and employees;
11. Coordinate with Division Performance Management System Focal;
12. Upload performance management forms in Caraga My PORTAL;
13. Facilitate issuance of Certificate of Performance Rating to internal and external clients;
14. 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**:

• 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%
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 December 12, 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/>.

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