



24 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: Administrative Division

ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)

Item Number : OSEC-DSWDB-ADAS2-147-2015
 Compensation : SG 8 (Php 19,744.00)
 Place of Assignment : Field Office – Procurement Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Business, Finance, Accounting, or any related field
 Training : At least 8 hours of relevant training in procurement law, planning, networking and communication skills
 Experience : At least 2 years of work-related experience in procurement process, procurement Reports, policy writing, and managing supplier relationships.
 Eligibility : CS (Subprofessional) First Level Eligibility
 Skills : Proficient in the use of MS Office, especially MS Excel; proficient in technical writing Reform Act and its IRR)

JOB DESCRIPTION:

Under immediate supervision of the Procurement Section Head and with detailed rules and procedures, performs clerical and administrative support to the office.

Functions and Responsibilities:

1. Perform general administrative tasks such as filing, data entry, scheduling meetings, and handling correspondence;
2. Manage office supplies and ensure the smooth day-to-day functioning of the office;
3. Act as Secretariat and schedule meetings and appointments;
4. Facilitate communication within the team or department;
5. Draft, proofread, memorandum, and edit documents, emails, and other communications;
6. Maintain organized records and databases;
7. Prepare procurement reports such as HPMS, APCPI, PMR, facilitation during preparation/consolidation of APP, spreadsheets, and presentations as needed;
8. Assist in project management by coordinating tasks, tracking progress, and ensuring deadlines are met;
9. Conduct research on various topics as directed by superiors;
10. Summarize findings and present information in a clear and organized manner;
11. Coordinate and delegate tasks within the team, as needed;
12. Ensure that deadlines are communicated and met;
13. 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%
• 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 08 December 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>.


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