

Date: 1 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: ADMINISTRATIVE DIVISION**

### ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)

Item number : N/A  
Compensation : SG 8 (Php 19,744.00)  
Place of Assignment : Administrative Division – Procurement Section

### PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : Completion of two (2) years in college  
Experience : At least one (2) years of relevant experience  
Training : At least eight (8) hours of relevant training  
Eligibility : None required but having an eligibility is an advantage  
Skills : Proficiency in the use of MS Office, especially MS Excel; proficient in technical writing and research; with advanced knowledge in R.A No. 9184 (Government Procurement Reform Act and its IRR)

### JOB DESCRIPTION:

Under the immediate supervision of the **Procurement Section Head**, the Administrative Assistant II performs the following tasks below:

#### **Job Functions and Output:**

1. Receive approved Project Proposal and Purchase Request; ensuring all procurement requirements are met in accordance with the approved Project Procurement Management Plan (PPMP) and Annual Procurement Plan;
2. Prepare Abstract of Quotation for Alternative Mode of Procurement;
3. Generate Purchase Order under Alternative Mode of Procurement;
4. Generate Notice of Award under Alternative Mode of Procurement;
5. Post Procurement Opportunities and Notice of Award in the PhilGEPS website;
6. Submit Purchase Order to COA;
7. Monitor the delivery of goods/items and ensure the compliance with the requirements of the end-user;
8. Prepare Request for Inspection;
9. Attend to end-user's inquiries, complaints, and provide technical assistance;
10. Maintain and perform other data entry to Procurement Monitoring Database;
11. Facilitate the processing of payment of Delivered Goods and Services;
12. Perform other related tasks that might be assigned by the Immediate Supervisor or other higher authorities of the agency.

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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) 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 8, 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