



Date: **29 January 2024**

### 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 Assistant III

Item number : N/A  
 Compensation : SG 9 (Php 22,564.26)  
 Place of Assignment: DSWD Field Office Caraga/ Social Technology Unit

#### PREFERRED QUALIFICATIONS:

Education: Bachelor's degree relevant to the job  
 Experience: At least one (1) year of relevant experience  
 Training : At least four (4) hours of relevant training  
 Eligibility : None required but having an eligibility is an advantage

#### JOB DESCRIPTION:

Under the supervision of the of the SWO III/II the Administrative Assistant shall perform support and administrative functions in the STU Oplan-Abot.

#### Functions and responsibilities:

1. Record incoming and outgoing communication and prepares the routing/ tracking form for all program-related documents;
2. Monitor and update Data Tracking System for all program documents;
3. Prepare/ review routine correspondences and documents such as administrative memorandum, incident report, etc.
4. Assist in coordinating with concerned staff and divisions regarding the SWO III instructions, i.e. follow-up in the implementation of decisions, instructions, agreements, etc.;
5. Monitor adherence to 7s, EODB, and document control policies;
6. Encode reports and other related documents;
7. Conduct inventory of all program-related documents;
8. Coordinate with the concerned offices for meetings, trainings, follow-through actions;
9. Prepare procurement and financial documents;
10. Prepare accomplishment reports;
11. Perform other tasks as may be assigned by the SWO III/II.

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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%
- 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 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 FEBRUARY 2, 2024.**


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