

Date: **05 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 **Contractual** position with details as follows:

Office: PROTECTIVE SERVICES DIVISION

ADMINISTRATIVE ASSISTANT III

Item number : N/A
Compensation : SG 9 (Php 21,211.00)
Place of Assignment: Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree
Training : At least eight (8) hours of relevant training
Experience : At least two (2) years of relevant experience
Eligibility : None required but having a license/ eligibility is an advantage

Job Functions and Output:

1. Incoming and Outgoing documents;
2. Monitors the budget and expenses;
3. Prepare consolidation PPMP;
4. Prepare Replenishment of Cash Advance and Cash Management Report;
5. Prepare Cash Disbursing Report;
6. Document the Minutes of Division Meeting;
7. Consolidation and submission of Quarterly Customer Satisfaction Measurement Report (CSMR);
8. Monitors and administer the Cash Advances;
9. Act as Document Custodian (Prepare Quarterly Records Holding Inventory and Master List of Maintained Documented Information (Internal and external; Entry of Incoming and Outgoing documents to EDTMS);
10. Input calendar and reminded Division Chief on the activities needed her attendance/ presence;
11. Performs other related work and other assignments delegate by the 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 January 14, 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