

Date: **5 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: Pantawid Pamilyang Pilipino Program

ADMINISTRATIVE OFFICER II

Item number : N/A
Compensation : SG 11 (Php 27,000)
Place of Assignment : 4Ps Regional Program Management Office

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree relevant to the job
Experience : At least 1 year of relevant experience
Training : At least 8 hours of relevant training
Eligibility : Career Service (Professional) Eligibility / RA 1080

JOB DESCRIPTION:

The **Administrative Officer II** is under direct supervision of Assistant Regional Program Coordinator and is in charge of providing administrative services to 4Ps RPMO and Field based staff. Responsible for the timely and proper implementation of 4Ps Administrative Support Unit.

Job Functions and Output:

1. Act as 4Ps Document Custodian;
2. Act as Division Performance Management System (PMS) Focal Person;
3. Act as 7S Focal Person and submit 7S Good housekeeping monthly reports;
4. Act as Administrator of the official 4Ps email address;
5. Generate Document Reference Number in the absence of Document Controller;
6. Re-echo and/or disseminate memo and directives to other Administrative Assistants (AAs) in their respective P/COOs for proper dissemination and information;
7. Act as secretariat in various meetings and prepare necessary documentation reports, minutes of meetings and/or activity proposals;
8. Prepare correspondences and memorandums as per instruction of the immediate supervisor;
9. Provide Technical Assistance to other administrative support staff on area of expertise;
10. Conduct field monitoring on administrative services;
11. Attendance to trainings/meetings;
12. Perform all administrative-related tasks that would contribute to the effective and efficient implementation of the Division's functions;
13. Assists in ensuring the deliverables of the RPMO thru the Division Chief are accomplished;
14. Ensures Monthly Schedules of the Division Chief is prepared;
15. Provides smooth communication between the Division Chief and 4Ps RPMO Staff by managing day-to-day operational activities of the Division Chief;
16. Work closely and effectively with the Division Chief to keep her well informed of upcoming commitments and responsibilities, following-up appropriately. Have a sense of initiative for the issues taking place in and keeping the Division Chief updated;
17. Facilitate all administrative-related tasks pertinent to the processing of various documentary transactions of the Office of the Division Chief;
18. Prepares correspondences and memorandums as per instruction of the Division Chief;
19. Receives phone calls and refers inquiries to the Division Chief;
20. Perform other related tasks that would contribute to the effective and efficient implementation of the Division's functions.

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)	15%
• Interview	10%
• 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 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/>.


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