



Date: 6 February 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: Protective Services Division**

#### **Administrative Assistant III**

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

#### **PREFERRED QUALIFICATIONS:**

Education : Completion of two years in College preferably IT Course  
 Experience : at least one (1) year of work-related experience  
 Training : at least 4 hours of relevant training  
 Eligibility : With or Without Eligibility

#### **JOB DESCRIPTION:**

The AA III under the DSWD PDO III/Secretariat will assist in the operationalization of the RIACAT-VAWC and RRPTP and expected outputs and deliverables.

#### **JOB OUTPUT:**

1. Annual Procurement Plan
2. Obligation Request
3. Requisition Issue Slip
4. Purchase Order
5. Disbursement Voucher
6. Project Procurement Management Plan

#### **Functions and Responsibilities:**

1. Prepares Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP), Requisition Issue Slip (RIS), Purchase Order (PO), Obligation Request (OR), Disbursement Voucher (DV) and other documents which are administrative in nature;
2. Manages supplies of the Secretariat and RRPTP;
3. Provides administrative support to technical staff in the conduct of the activities of the Secretariat (visual graphics and design);
4. Manages incoming and outgoing documents of the Secretariat and RRPTP Social Workers (receives and prepares transmittal).
5. Maintains file (IPC, IPCR, IDP and Monthly Plan) per staff and track locator slip;
6. Receives reports of Secretariat and RRPTP and facilitate submission for approval;
7. Reproduction of documents needed by the Secretariat and RRPTP;
8. Transmits/fax/email memo/letters to OBSUs, Filed Officer, partners/stakeholders;
9. Maintains case folders/file of the RRPTP for safekeeping and referrals;
10. Prepare RIS, PR of Office Supplies of RRPTP and LED Secretariat.
11. Performs other related tasks that maybe assigned from time to time.

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%
- Competency-Based 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 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 9 February 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

