

Date: 11 MARCH 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: REGIONAL ICT MANAGEMENT SECTION/ POLICY AND PLANS DIVISION

ADMINISTRATIVE ASSISTANT II

Item number : N/A
Designation : Procurement Officer
Compensation : SG 8 (Php 19,744.00)
Place of Assignment: DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in relevant field
Training : Four (4) hours of relevant training
Experience : 2 years of relevant experience
Eligibility : None required but having eligibility is an advantage

JOB DESCRIPTION:

The Administrative Assistant II shall perform the functions of a Procurement Officer which shall provide support and administrative functions for the procurement process.

Functions and Responsibilities:

1. Assist in the preparation of AAP ad PPMP for ICT requirements
2. Conducts market scanning and prepares market studies
3. Assist in the preparation of Terms of Reference
4. Monitor the disbursement plan;
5. Prepares and tracks the PR and other required docs;
6. Update the budget and procurement monitoring tool;
7. Coordinate with the Regional Procurement Officer for guidance or clarifications on **program procurement policies and guidelines**;
8. Assist in crafting a proposal;
9. Reviews and checks the completeness and correctness of the required supporting procurement documents to ensure that all requirements are compiled;
10. Ensures that an updated copy of the RA 9184 including its IRR and other relevant issuance is available at the RICTMS.

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 March 15, 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 & Performance Management Section - Head