



Date: 29 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 **contractual** position with details as follows:

Office: Policy and Plans Division

ADMINISTRATIVE ASSISTANT III (Secretary II)

Item Number : FOCARAGA-CONTRACTUAL-ADAS3-000004
 Compensation : SG 9 (Php 21,211.00)
 Place of Assignment : Field Office - National Household Targeting System (NHTS)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Accounting and Financial Management
 Training : At least four (4) hours of relevant training
 Experience : At least one (1) year of work-related experience
 Eligibility : None required, but having eligibility is an advantage
 Skill : Proficient in the use of MS Office especially MS Excel; proficient in technical writing; with advance knowledge in budget management

JOB DESCRIPTION:

Under general supervision of the NHTS Regional Program Coordinator, the AA III shall perform support and administrative functions of the program.

Functions and Responsibilities:

1. Prepares and process vouchers, purchase requests, and other documents similar in nature;
2. Prepares requests for funds;
3. Assists in the preparation of financial reports;
4. Performs administrative, secretariat and/or clerical, records management, records-keeping and liaison work;
5. Assists in the preparation of regular and special reports;
6. Performs other tasks and functions as may be specified by the Regional Program Coordinator.

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%

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| • 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 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 07 March 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;
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.

*******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 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