

Date: **15 APRIL 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: Sustainable Livelihood Program

ADMINISTRATIVE ASSISTANT II

Item number : N/A
Compensation : SG 8 (Php 19, 744.00)
Place of Assignment: SLP-Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Training : At least four (4) hours of relevant training
Experience : At least one (1) year of relevant experience
Eligibility : None Required
Skills : Computer literate with advanced knowledge in MS applications;
Excellent in written and oral communication;
Capability to work in a fast-paced working environment, under pressure and can multi-task and
A positive attitude to work within minimum supervision

Job Functions and Responsibilities:

1. Perform administrative duties on a variety of incoming and outgoing documents, communications and do other related works to ensure that the operations of the program are maintained in an effective, updated and accurate manner;
2. Utilize established systems for document management, records management and digital asset management to facilitate accountability and transparency;
3. Record and track all incoming and outgoing communications and official documents: scan and save using Google Drive, record and disseminate to concern staff for pertinent action/disposition, record and track its status;
4. Do efficient financial and material resources; prepare purchase requests on office supplies and equipment for the program;
5. Prepare minutes of meeting/proceedings of every RPMO activities and
6. Perform other-related tasks as may be assigned by the immediate 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 APRIL 19, 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 H.
Administrative Officer V

Human Resource Planning and Performance Management Section