

Date: 6 MAY 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 Assistant I (Secretary B)

Item number : N/A  
Compensation : SG 7 (Php 18, 620.00)  
Place of Assignment : 4P's Regional Program Management Office (RPMO)

### PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

**Education** : Bachelor's Degree relevant to the job  
**Experience** : At least four (4) hours of relevant training  
**Training** : At least one (1) year of relevant experience  
**Eligibility** : Career Service (Sub-Professional), First Level Eligibility

### JOB DESCRIPTION:

Under the immediate supervision of the **Regional Compliance Verification Officer**, the **Administrative Assistant I** performs the following tasks below:

#### **Job Functions and Output:**

##### Document Filing and Records Management

1. Establish and maintain a comprehensive filing system for both physical and digital documents (Accomplished CV Forms, Transmittals and Reports), ensuring easy retrieval and secure storage.
2. Maintain accurate records of incoming and outgoing correspondence, memos, reports, and other official documents.

##### Data Entry and Administrative Support

3. Generate and consolidate routine reports or summaries based on collected data as requested.
4. Ensure completeness of distribution of Compliance Verification Forms to Cluster CV Officers.
5. Assist in Encoding of Compliance Forms and Academic Calendar.
6. Handle inquiries and requests of CV Related Concerns.
7. Assist in drafting and proofreading correspondence, reports, and presentations as needed
8. Perform other tasks related to 4Ps.

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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%
<b>Total</b>	<b>100%</b>

**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%**

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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 MAY 13, 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/>.

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