



Date: **26 June 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: Promotive Services Division – Enhanced Partnership Against Hunger and Poverty Program (EPAHP)

Administrative Assistant II

Item number : N/A
 Compensation : SG 8 (Php 21,499.24)
 Place of Assignment: DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in social sciences or related field
 Experience: At least one (1) year of relevant experience
 Training : At least eight (8) hours of relevant training in any or combination of the following: document management, basic customer service skills, and other related training
 Eligibility : None required but having an eligibility is an advantage
 Skills: : Good in communication skills, computer literate with basic knowledge on MS Office applications especially in MS Word, Excel and PowerPoint, capable in writing communication letters with minimal guidance, good in document compilation and management

Functions and responsibilities:

1. Serve as administrative staff of EPAHP RPMO;
2. Receive, sort, log, track, and coordinate timely action to all incoming and outgoing documents in coordination with the RPC;
3. Maintain filing system of documents, determine the proper disposition of records, prepare and inventory of records holding to be submitted annually and responsible for proper turn-over of records;
4. Compose communication letters addressed to partner stakeholders and transmission to the partners of the program. Monitor submission of action/s required for routed/transmitted documents from concerned staff/section/unit/division/partners as required;
5. Provide full administrative support in the day-to-day operations and in all the conduct of activities, seminars, trainings, among others;
6. Perform other related functions that may be assigned from time to time by the RPC.

Applicants should be guided by the following **Criteria for Evaluation:**

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|------------------|-----|
| • Education (E) | 25% |
| • Training (T) | 10% |
| • Experience (E) | 25% |

• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	10%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment Review	<u>5%</u>
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of 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 JULY 1, 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