



Date: 21 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: Protective Services Division

Administrative Assistant II

Item number : N/A
 Compensation : SG 8 (Php 19,744.00) + 12% premium
 Place of Assignment: Regional Committee for the Welfare of Children (RCWC) – FO Caraga

PREFERRED QUALIFICATIONS:

Education : Completion of two (2) years in College
 Experience : at least one (1) year of work-related experience
 Training : at least 4 hours of relevant training
 Eligibility : With or without eligibility

JOB DESCRIPTION:

Under general supervision of the RC/SCWC Regional Coordinator, the AA II performs secretarial, administrative support and clerical functions for the Regional Committee/Sub-Committee for the Welfare of Children (RC/SCWC) and does other related works.

Functions and Responsibilities:

1. Receive, sort, log, track and coordinate timely action to all incoming and outgoing documents relative to the RC/SCWC in coordination with the Regional Coordinator;
2. Transmit/route RC/SCWC related documents and monitor submission of action/s required for routed/transmitted documents from concerned staff/section/unit/division/partners as required;
3. Compose routine correspondence based on standard formats as applicable;
4. Organize, encode and maintain all RC/SCWC records, reports, directories and other pertinent documents as required;
5. Maintain and update RC/SCWC's calendar of activities, directory, inventory of four legacies for children, supplies, materials and equipment;
6. Monitor and track RC/SCWC's monthly expenses/disbursement vis-à-vis the approved Work Financial Plan;
7. Prepare the required pre and post activity procurement documents such as purchase request forms, market research, request for quotation forms, evaluation forms, etc. and all other financial documents relevant to the operations of the RC/SCWC's;
8. Provide administrative support to the committee, especially during meetings and activities;
9. Prepare reports and other documents needed in the discharge of their functions; and
10. Perform other related tasks that shall be assigned by their 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)	15%
• Competency-Based 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 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 25 June 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