

Date: **3 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: Administrative Division – Cash Section

Administrative Assistant III

Item number : N/A
 Compensation : SG 9 (Php 23,041.51)
 Place of Assignment: DSWD Field Office Caraga/ Cash Section

PREFERRED QUALIFICATIONS:

Education: Bachelor's degree relevant to the job
 Experience: At least one (1) year of relevant experience
 Training : At least four (4) hours of relevant training
 Eligibility : None required but having an eligibility is an advantage

Functions and responsibilities:

1. Receive, record and release incoming and outgoing documents for the Project;
2. Prepares monthly Report of Check Disbursement; breakdown of utilization, and other reports under the Project;
3. Prepares monthly Summary List of Check Issued (SLCI);
4. Prepare/Issue checks for the Project Accounts;
5. Stamp paid vouchers and file Disbursement Vouchers per Fund Source of check and per date of issuance;
6. Render additional services as authorized in the exigency of the service which shall be compensated accordingly;
7. Prepare LDDAP-ADA/ IC and ACIC;
8. Prepare PACS (Payroll Credit System);
9. Prepare Tax Certificate;
10. Perform other functions that may be directed by the Regional Program Management for the implementation of the Program.

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%
• 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 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 JUNE 8, 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