

Date: **14 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: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION**

#### **ADMINISTRATIVE OFFICER II**

Item number : N/A  
Designation : Test Administrator  
Compensation : SG 11 (Php 28,485.00)  
Place of Assignment: DSWD Field Office Caraga - Human Resource Planning & Performance Management Section

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Psychology  
Training : At least eight (8) hours training in human resource management  
Experience : At least one (1) year experience that involves recruitment using competency-based system, career planning and development, performance management, test administration and other HR systems  
Eligibility : RA 1080 (Registered Psychometrician)

#### **JOB DESCRIPTION:**

Under the general supervision of the HRPPMS Head and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to implementation of human resource management system such as test administration, recruitment, selection and placement and, performance management and; does related tasks that maybe assigned from time to time.

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

1. Facilitates and assist the section in the recruitment, selection and placement (RSP) processes of Cost-of-Service positions;
2. Provides secretariat services to the Human Resource Merit, Promotion and Selection Committee (HRMPSC);
3. Takes charge in the preparation and documentation of the RSP processes;
4. Performs as the Testing Service Focal Person;
5. Prepares periodic related reports to relevant offices, sections and units;
6. Acts and serves as custodian of all related forms, templates and documents of the section;
7. Maintains staffing, application and another related database; and

8. Perform other official and related technical tasks as may be assigned by the 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%
• Interview	10%
• 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%

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 24, 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 & Performance Management Section - Head