

Date: **22 JULY 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: Human Resource Management and Development Division

ADMINISTRATIVE OFFICER II (HRMO I)

Item number : N/A
Compensation : SG 11 (Php 27,000)
Place of Assignment : Personnel Administration Section

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree relevant to the job
Experience : At least 1 year of relevant experience
Training : At least 4 hours of relevant training
Eligibility : Career Service (Professional) Eligibility / RA 1080

JOB DESCRIPTION:

The **Administrative Officer II (HRMO I)** will be under the direct supervision of the PAS Head, mainly responsible for the timely and proper implementation, monitoring, and overall administration of leave benefits of employees, and will perform other relevant or analogous functions and tasks such as report generation/submission, correspondence, and facilitation of concerned interested parties.

Job Functions and Output:

1. Serve as the Leave Administrator ensuring timely and proper implementation, administration, and monitoring of leave benefits (as assigned).
2. Issue leave credits-related certifications and prepare correspondences and memoranda as directed.
3. Performs liaison functions related to leave benefits administration.
4. Assist the section head in ensuring and monitoring section deliverables, services, and compliances related to leave benefits administration (such as reports, etc.).
5. Support the section head in performing technical or administrative tasks that contribute to effective leave benefits administration.
6. Re-echo and disseminate memos and directives, facilitate administrative tasks for processing various transactions; ensure proper dissemination and information related to leave benefits administration.
7. Act as secretariat in meetings, preparing necessary documentation reports, minutes of meetings, and activity proposals as assigned.
8. Conduct orientation and/or provide technical assistance to staff or concerned offices on leave-related concerns as needed.
9. Conduct field monitoring of personnel-related matters as directed.
10. Attendance at trainings, meetings, conferences, and other analogous learning activities, as directed.
11. Ensure the monthly schedules and accomplishments of the section head related to leave benefits administration are prepared.
12. Work closely with the section head, staying well-informed of upcoming commitments and responsibilities, following up appropriately, and keeping the section head updated on matters pertaining to leave administrations.
13. Perform other related tasks contributing to the effective and efficient implementation of the section's relevant functions.

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%
Total	100%

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 AUGUST 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