



Date: 12 August 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 Aide VI

Item number : N/A
 Compensation : SG 6 (Php 17,553.00)
 Place of Assignment: Regional Rehabilitation Center for Youth (RRCY)

PREFERRED QUALIFICATIONS:

Education : College level/ 2-year diploma course
 Experience : at least one (1) year of work-related experience in building and maintenance work
 Training : at least 8 hours training with NC II
 Eligibility : None required (MC 11, S.1996, CAT- III)

JOB DESCRIPTION:

Under immediate supervision performs functions in the RRCY in handling residents.

Functions and Responsibilities:

1. Conducts inspection and preventive maintenance of buildings, equipment, electronics devices, water and electrical system and other building components.
2. Conducts minor repairs and troubleshooting.
3. Conducts new installation works (carpentry, plumbing, electrical/electronics, welding, fixing of new appliances/equipment/fixtures).
4. Conducts cleaning and upkeep.
5. Oversee the maintenance needs in the center.
6. Cleans, washes and polishes equipment.
7. Perform other delegated tasks as necessary.
8. Performs other related task.

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

● Education (E)	20%
● Training (T)	15%
● Experience (E)	25%
● Initial Qualifying Test (IQT)	5%
● Special Exam (Technical)	20%
● 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 15 August 2024**.

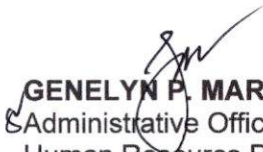
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
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