



Date: 13 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 **permanent** position with details as follows:

Office: Administrative Division

ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)

Item Number : OSEC-DSWDB-ADOF2-3-2011
 Compensation : SG 11 (Php 28,512.00)
 Place of Assignment : Field Office Caraga – Procurement Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job
 Training : At least 8 hours of relevant training
 Experience : At least 2 years of work-related experience
 Eligibility : Career Service (Professional) Second Level Eligibility
 Skills : Proficient in the use of MS Office, especially MS Excel and MS Word

JOB DESCRIPTION:

Under general supervision of the Procurement Section head, the Administrative Officer II, designated as the Procurement Officer should dispense tasks related to procurement processes and perform administrative functions related to procurement management.

Functions and Responsibilities:

1. Receive approved Project Proposal and Purchase Request; ensuring all procurement requirements are met per the approved Project Procurement Management Plan (PPMP) and Annual Procurement Plan;
2. Generate Abstract of Quotation and Purchase Order;
3. Post Procurement Opportunities and Notice of Award on the PhilGEPS website;
4. Submit Purchase Order to COA;
5. Monitor the delivery of goods/items and ensure compliance with the requirements of the end-user;
6. Facilitate the booking of activities for Board and Lodging/Catering Services;
7. Prepare Request for Inspection;
8. Attend to end-users' inquiries, and complaints and provide technical assistance;
9. Maintain and perform other data entry to the Procurement Monitoring Database;
10. Facilitate the processing of payment for Delivered Goods and Services;
11. Perform other related tasks that the Immediate Supervisor or other higher authorities may assign.

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 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 Certification, Authentication & Verification (CAV)/ Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license;
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.

*******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 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