



Date: 20 September 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: Human Resource Management and Development Division

ADMINISTRATIVE OFFICER II (HRMO I)

Item Number : OSEC-DSWDB-ADOF2-86-2015
 Compensation : SG 11 (Php 28,512.00)
 Place of Assignment : Field Office Caraga – Personnel Administration Section (PAS)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job
 Training : At least 40 hours of relevant training
 Experience : At least 4 years of relevant experience
 Eligibility : CS (Professional) Second Level Eligibility

JOB DESCRIPTION:

The Administrative Officer II (HRMO I) will work under the direct supervision of the PAS Head, acting as an alternate head when necessary. The role is responsible for assisting in the smooth day-to-day operations of the section, ensuring the timely, proper, and efficient delivery of the section's outputs. This includes supervising and handling the effective implementation of personnel, payroll and benefits administration for DSWD employees, as assigned. The AO II (HRMO I) will also perform other relevant technical and administrative tasks, and assist in advising management on the formulation and execution of internal policies, as well as policies set forth by regulatory and oversight agencies (i.e. COA, DBM, CSC, Ombudsman, BIR, etc.).

Functions and Responsibilities:

1. Act as the alternate section head, ensuring smooth day-to-day operations and supporting the timely and efficient delivery of the section's outputs;
2. Act as the overall liaison officer, maintaining linkages with internal stakeholders regarding the section's operations and with external stakeholders (GSIS, Pagibig, PHIC, BIR, etc.) pertaining to relevant services and transactions. Act as the alternate AAO (GSIS/ PAGIBIG);
3. Serve as the assistant team lead for COA AOMs, 888, ARTA/ CART/ ISO, and Information Education, and Communication (IEC) matters;
4. Ensure the proper implementation of personnel, payroll, and benefits administration for DSWD employees, as assigned. Supervise the efficient administration of compensation and benefits, identifying potential issues, and making recommendations to management;

5. Manage DBM-GMIS (PSIPOP) updates and ensure compliance with requirements from relevant stakeholders;
6. Assist in the formulation and execution of internal policies and procedures related to personnel management, ensuring compliance with civil service laws and regulations;
7. Monitor and ensure the completion of monthly schedules, key result areas, and section accomplishments, supporting the section head in delivering services and meeting compliance requirements;
8. Assist in providing guidance and coaching to subordinates on new policies and guidelines, and will serve as the section's performance evaluation focal. Assist in the continual assessment of staff performance, offer constructive feedback, and identify areas for improvement. Ensure adherence to company policies and apply disciplinary measures when necessary;
9. Prepare and review various communications, reports, correspondences, and memoranda. Act as the secretariat during meetings, handling documentation such as minutes, activity proposals, and reports;
10. Re-echo and disseminate memos, directives, and relevant information to ensure proper communication within the section and other offices;
11. Provide technical assistance to administrative support staff and contribute to the effective implementation of technical and administrative tasks;
12. Conduct field monitoring of personnel-related matters, as directed;
13. Attend trainings, meetings, conferences, and other professional development activities to stay updated on relevant practices;
14. Work closely with the section head, staying informed of upcoming commitments, responsibilities, and follow-ups, ensuring smooth coordination and communication within the section;
15. Perform other related tasks that contribute to the efficient and effective functioning of the section.

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 30 September 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/ HRPPMS Head