

Date: **31 OCTOBER 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: Disaster Response Management Division**

#### **ADMINISTRATIVE ASSISTANT III**

Item number : N/A  
Compensation : SG 9 (Php 21, 211.00)  
Place of Assignment: DSWD Field Office Caraga-DRMD

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in Finance, Accounting or equivalent  
Training : At least eight (8) hours of relevant training  
Experience : At least one (1) year of relevant experience  
Eligibility : Career Service (Subprofessional)/1<sup>st</sup> level eligibility

#### **Job Description:**

The Procurement Focal shall dispense tasks related to all procurement processes and perform administrative functions related to procurement management of Disaster Response Management Division.

#### **Primary Tasks:**

1. Receive and review the Project Proposals and Purchase Requests 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. Prompt updating of the Procurement Database;
10. Maintain and perform other data entry to the Procurement Monitoring Database;
11. Facilitate the processing of payment for Delivered Goods and Services and
12. Perform other related tasks that the Immediate Supervisor or other higher authorities might 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) 10%
  - Interview 15%
  - 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 NOVEMBER 5, 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