



Date: 17 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 **permanent** position with details as follows:

Office: Office of the Regional Director

ADMINISTRATIVE OFFICER II (AO I) *Extended deadline*

Item Number : OSEC-DSWDB-ADOF2-170-2004
 Compensation : SG 11 (Php 28,512.00)
 Place of Assignment : Field Office Caraga – Social Marketing Section (SMS)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor of Science in Information Technology and other related courses
 Training : At least four (4) hours of relevant training in multimedia production
 Experience : At least one (1) year of work-related experience in IEC production, social media management, and database management
 Eligibility : CS (Professional) Second Level Eligibility
 Skills : Above average skills in photography, desktop publishing, video production. Knowledge on the following applications: Adobe Photoshop, Adobe Illustration; Adobe InDesign, Adobe Premiere, Lightroom, Filmora, and Canva

JOB DESCRIPTION:

The Administrative Office II designated as Graphic Artist is under the supervision of the SMS Head and is responsible for producing audio-visual presentations (AVPs) and designing various communication materials such as flyers, brochures, and newsletters to support DSWD's social protection programs and services. The role involves monitoring and preparing monthly press release and social media reports, as well as semi-annual branding compliance reports. The officer assists in social marketing activities, provides technical assistance on branding guidelines, manages graphic design requests, and maintains data for HPMES reporting. Additionally, serves as an alternate document custodian and performs other tasks as assigned by the immediate supervisor or the top management.

Functions and Responsibilities:

1. Packaged and produced AVPs on DSWD's social protection programs and services;
2. Layout flyers, brochures, tarps, magazines, newsletter, and the likes;
3. Monitor and prepare press release and social media report (monthly) and branding compliance report (semestral);
4. Assist in the conduct/documentation of Social Marketing Activities;
5. Facilitate the provision of technical assistance on branding guidelines;
6. Facilitate graphic design requests by program handlers/DSWD staff in support to office operations;
7. Maintain and manage the data necessary for HPMES reporting;
8. Alternate document custodian of the section;
9. Perform other related tasks required by the Top Management and the immediate supervisor.

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 23 October 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