



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 **permanent** position with details as follows:

Office: Disaster Response Management Division (DRMD)

ADMINISTRATIVE ASSISTANT I (SEC B)

Item Number : OSEC-DSWDB-ADAS1-49-2015
 Compensation : SG 7 (Php 19,365.00)
 Place of Assignment : Field Office Caraga – DRMD

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job, preferably in Financial Administration or related field
 Training : At least four (4) hours of relevant training
 Experience : At least one (1) year of relevant experience
 Eligibility : CS (Subprofessional) First Level Eligibility
 Skills : Proficient in the use of MS Office, especially MS Excel and MS Word

JOB DESCRIPTION:

The Administrative Assistant I shall dispense tasks related to the financial of the division and perform administrative functions related to the financial management of the Disaster Response Management Division.

Functions and Responsibilities:

1. Act as the Finance Focal of the Division;
2. Conduct of Monitoring on fund obligation and disbursement both Admin Cost and Grant Funds;
3. Submission of Liquidation Reports;
4. Preparation of Certificate of Availability of Funds for Emergency Cash Transfer for the Processing Voucher;
5. Preparation of the Annual Work and Financial Plan;
6. Preparation of the Annual Performance Measures;
7. Submission of monthly reportorial to Central Office;
8. Preparation of request for fund augmentation, reallocation and withdrawal of funds to Central Office;
9. Preparation of Documents for Voucher Processing;
10. Perform other related tasks that the Immediate Supervisor or other higher authorities might assign.

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

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| ● Education (E) | 25% |
| ● Training (T) | 10% |
| ● Experience (E) | 25% |
| ● Initial Qualifying Test (IQT) | 10% |
| ● Special Exam (Technical) | 10% |
| ● Competency-Based 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 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 10 November 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 VI / HRPPMS Head