

Date: **27 NOVEMBER 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: OFFICE OF THE REGIONAL DIRECTOR**

### **REGIONAL EXECUTIVE ASSISTANT**

Designation : N/A  
Item number : N/A  
Compensation : SG 19 (Php 51,357.00)  
Place of Assignment : Field Office Caraga

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor' Degree relevant to the job  
Training : At least eight (8) hours of relevant training (administrative and clerical)  
Experience : At least one (1) year of work-related experience  
Eligibility : Career Service (Professional) Second Level Eligibility  
Skills : Proficient in the use of MS office, especially MS Excel; proficient in technical writing and administrative/clerical works

### **General Function:**

Under general supervision of the Regional Director, the position performs high-level administrative and technical tasks relevant to the office' mandate.

### **Primary Task:**

1. Serve as the primary point of contact for internal and external communication on behalf of the undersigned, including screening and prioritizing emails, phone calls, and other inquiries;
2. Provide comprehensive administrative support to the regional executive, including managing calendars, scheduling meetings, making travel arrangements, and handling correspondence. Specifically ensures scheduling of the management to various activities and events; Consistently maintaining and promptly updating the Google Calendar with the current whereabouts of the undersigned paramount for effective coordination; and ensuring regular updates on travel schedules and whereabouts are prominently displayed on the bulletin board, facilitating transparency and coordination. Additionally, promptly inform the undersigned of her travel plans and coordinate any necessary arrangements to ensure seamless execution of duties;
3. Assists with special projects and initiative as assigned by the undersigned, which may involve coordinating with various ODSUs or external partners, tracking progress, and ensuring deadlines are met;

4. Facilitates the ORD direct staff meetings and conferences, including preparing agendas, distributing materials, taking minutes, and following up on action items as needed.
5. Establish a systematic numbering protocol for memos issued by both the regional director and the individual in charge of maintaining the repository of file copies of these communications. This ensures clear organization and easy reference for all stakeholders involved;
6. Provide guidance and support to other administrative staff within the ORD, ensuring procedures, consistency and efficiency in administrative processes and procedures;
7. Conduct research/study and prepare reports or presentations as requested and directed by the undersigned, often involving data analysis and synthesis of information;
8. Prepares and/or reviews correspondence to several offices, divisions, sections, and units as directed by the undersigned;
9. Prepares and submit administrative documents to Central and Field Offices which includes but not limited to the Certification of Services Rendered for the month, inclusive of attached certificates of appearance, RSO (Request for accurate documentation and strict observance to the deadline of submission; and
10. Perform other related functions that the superior may assign from time to time.

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%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
<b>Total</b>	<b>100%</b>

**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 December 04, 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