



Date: 21 January 2025

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has two (2) vacant **Contract of Service** position with details as follows:

Office: Protective Services Division

Administrative Aide IV

Item number : N/A
 Compensation : SG 4 (Php 15,586.00)
 Place of Assignment: FO Caraga – Regional Social Pension Unit

PREFERRED QUALIFICATIONS:

Education : Graduate of any four (4) year course
 Experience : at least 6 months relevant experience
 Training : at least 4 hours relevant training
 Eligibility : CS Subprof (1st level eligibility)

JOB DESCRIPTION:

Under immediate supervision, performs office and/or administrative functions in Social Pension Unit and does other related work.

Functions and Responsibilities:

1. Received all forms of documents (Reports, PR, Voucher, TEV, Communications) and any other documents for signature or action.
2. Received and route all incoming communications.
3. Provide assistance to other activities for PSD/FO (Payouts, Augmentation and etc.).
4. Implementation of 7s/EDTMS in the workplace.
5. Encoding of General Intake Sheets.
6. Scanning of General Intake Sheets and Attached Proof of Age (e.g. OSCA & Live Birth).
7. Checked and Reviewed Social Pensioners Proof of Age.
8. Sorting and Scanning photocopies of OSCA IDs of Social Pension beneficiaries after payout.
9. Digitalization of Documents.
10. Perform other related tas

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

● Education (E)	20%
● Training (T)	15%
● 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%



Department of Social Welfare and Development

Field Office - Caraga Region



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 24 January 2025**.

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 F. MARTURILLAS
 Administrative Officer V

Human Resource Planning and Performance Management Section