



15 January 2025

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: Human Resource Management and Development Division

ADMINISTRATIVE ASSISTANT II (HRMA)

Item Number : OSEC-DSWDB-ADAS2-244-2004
 Compensation : SG 8 (Php 20,534.00)
 Place of Assignment : Field Office Caraga – Personnel Administration Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job
 Training : At least 40 hours of relevant training
 Experience : At least 2 years of relevant experience
 Eligibility : CS (Professional)/ Second Level Eligibility

JOB DESCRIPTION:

The Administrative Assistant II will work under the direct supervision of the PAS Head. It is responsible for assisting in the smooth day-to-day operation of the section, ensuring the timely, proper, and efficient delivery of the section's outputs. This includes handling the effective implementation of personnel, payroll, and benefits administration for DSWD employees, and will perform other relevant or analogous functions and tasks, as assigned. The Administrative Assistant II will also perform other relevant technical and administrative tasks, and assist in the implementation of relevant internal policies, as well as those mandated by regulatory and oversight agencies (e.g., COA, DBM, CSC, Ombudsman, BIR, etc.).

Functions and Responsibilities:

1. Serve as the FWA/COC/CTDO/Leave Administrator Team Leader ensuring timely and proper implementation, administration, and monitoring of personnel benefits (as assigned);
2. Performs as an alternate 7s, Liaison Officer, records management and payroll administration functions;
3. Conduct orientation and/or provide technical assistance to staff or concerned offices on personnel-related concerns as needed;
4. Assist in the section head in ensuring and monitoring section deliverables, services, and compliances as may be applicable;
5. Assist in the formulation and implementation of internal policies and procedures related to personnel management, ensuring compliance with regulatory and oversight bodies laws and regulations;

6. Prepare and review various communications, reports, correspondences, and memoranda. Act as the secretariat during meetings, handling documentation such as minutes, activity proposals, and reports as directed;
7. Re-echo and disseminate memos, directives, and relevant information to ensure proper communication within the section and other offices;
8. Conduct field monitoring of personnel-related matters, as directed;
9. Attend trainings, meetings, conferences, and other professional development activities to stay updated on relevant practices;
10. Work closely with the section head, staying informed of upcoming commitments, responsibilities, and follow-up, ensuring smooth coordination and communication within the section;
11. Perform other related tasks that contribute to the efficient and effective functioning of the section.

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%

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 26 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 Certification, Authentication & Verification (CAV) or 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