

Date: 13 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 Contract of Service** position with details as follows:

**Office: PROTECTIVE SERVICES DIVISION/ HOME FOR GIRLS**

#### ADMINISTRATIVE ASSISTANT III

Item number : N/A  
Designation : N/A  
Compensation : SG 9 (Php 21,211.00)  
Place of Assignment: Home for Girls - Butuan City

#### PREFERRED QUALIFICATIONS:

Education : Graduate of any 4 year course  
Training : Four (4) hours of training in customer service or records management  
Experience : One (1) year experience in records management  
Eligibility : None required but having an eligibility is advantage

#### Job Functions and Output:

1. Prepare minutes of meetings, case conferences and related activities;
2. Provide administrative support to Multi-disciplinary Teams and clients of the center;
3. Facilitate scanning of documents and updating of database related to case management, property, records and supplies of the center;
4. Facilitate/ assist in the conduct of inventory of property and supplies;
5. Assist in the procurement of supplies and inspection during delivery of goods;
6. Attend to regular meetings and prepare regular reports;
7. Assist in program planning and management with other HFG staff;
8. Performs miscellaneous job-related duties as assigned by the 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%
• 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 January 16, 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 P. MARTURILLAS**  
Administrative Officer V

Human Resource Planning & Performance Management Section - Head