

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: Disaster Response Management Division**

#### ADMINISTRATIVE OFFICER II

Item number : N/A  
Compensation : SG 11 (Php 27,000.00)  
Place of Assignment: DSWD Field Office Caraga

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Mass Communication/ Journalism/ AB English  
Training : At least four (4) hours of relevant training (preferably in communication, report preparation or document management).  
Experience : At least one (1) year of work-related experience in technical writing, drafting communications or preparing comprehensive reports.  
Eligibility : Not required but having Second Level Eligibility will be an advantage.

#### General Functions:

1. Facilitate the review, preparation and sending of internal and external communications related to the division.
2. Draft technical documents, including letter and reports for submission to the Division Chief and Regional Director as needed.
3. Assist in the preparation, documentation and liquidation of Capability Building (CapBuild) program outputs such as attendance sheets, photo documentation and minutes of meetings.
4. Draft and facilitate Activity Proposals for division-led initiatives.
5. Handle outgoing documents related to the CapBuild program ensuring completeness and timeliness.
6. Coordinate logistical requirements for IDCB (Institutional Development and Capability Building) activities including vehicle requests and training materials.
7. Prepare and maintain an inventory of training supplies and administrative records of the CapBuild program.
8. Maintain directories and databases related to CapBuild including training requests, Quick Response Team (QRT) members and completed training programs.
9. Facilitate the organization and dissemination of training materials, supplies and equipment for upcoming activities.
10. Perform other related functions as may be assigned by the immediate supervisor or the Division Chief to support DRMD operations.

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%
- Total 100%**

**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 18, 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/>.



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 Administrative Officer V  
 Human Resource Planning and Performance Management Section