

Date: 16 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: PANTAWID PAMILYANG PILIPINO PROGRAM

COMMUNITY DEVELOPMENT ASSISTANT II

Item number : N/A
Compensation : SG 9 (Php 23,041.51)
Place of Assignment : Within Caraga Region

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Training : At least four (4) hours of relevant training
Experience : At least one (1) year of relevant experience
Eligibility : Career Service (SubProfessional) / First Level Eligibility

Job Summary:

Performs administrative and clerical functions of MCCT unit.

Duties and Responsibilities:

1. Communicates and facilitates Vehicle Trip Ticket & Vehicle Gate Pass and other transaction to General Services Unit;
2. Communicates the hotel in charge on facilitating venue for the activity to be conducted by the MCCT;
3. Communicates MCCT Field Staff on the lacking of pertinent documents and signatories such as Cash for Work, Proposals, and other documented information;
4. Assist perform MCCT related administrative support and clerical functions;
5. Assist in coordinating MCCT related general services functions;
6. Files/keeps & retrieves all pertinent documents of MCCT Unit;
7. In-charge for the Logistical Preparation of any meeting, training, or activity conducted by the MCCT Unit Encode SWDI assessed forms;
8. In-charge on the scanning of RPMO DTR and prepares monthly summary report;
9. Assist the MCCT Focal Person in preparing admin related reports by providing essential details to comply with the memoranda issued by the NPMO;
10. Assist the MCCT Focal Person in getting ready for presentations during RTSS by providing admin information;
11. Performs other related tasks.

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)	10%
• 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 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 21, 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 and Performance Management Section