

Date: **18 FEBRUARY 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: ADMINISTRATIVE DIVISION

ADMINISTRATIVE AIDE IV

Item number : N/A
Compensation : SG 4 (Php 17,116.55)
Place of Assignment : Field Office Caraga – General Services Section

PREFERRED QUALIFICATIONS:

Education : Must be at least High School Graduate
Training : None Required
Experience : At least 1 year driving experience within Caraga Region and nearby region
Eligibility : Professional Driver's License

Job Summary:

Under immediate supervision, operate assigned motor vehicle of the Department; attend to minor repairs and engine trouble; and do related work.

Primary Task:

1. Inspect "BLOWFATCHES" (Battery, Brake, Belts; Light, Leaks; Oil; Water, Wipers' Fuel, Fluids; Accessories; Tire, Tools; Cleanliness; Horn, Hose; Electrical, Engine; Self) procedure on the assigned vehicle;
2. Fill up Driver's Trip Tickets and Submit the same on a monthly basis;
3. Facilitate scheduled Preventive Maintenance service on the assigned vehicle;
4. Accomplish Vehicle Repair and Maintenance Request Form should there be any component or part that needs to be repaired or replaced;
5. Report any vehicular accident, breakdown or emergency and, if required, secure Police Report and submit narrative report on the incident;
6. Demonstrates respect and courtesy to supervisors, dispatchers and passengers in the course of official duties as drivers;
7. Observe road disciplines and traffic rules including road courtesy, proper driving habits and careful/defensive driving;
8. Render services, whether regular or overtime, as needed during disasters, emergencies or other exigencies of the service;
9. Act as courier of official documents whenever requested;
10. Maintain good attendance and punctuality in reporting for duty; and
11. Perform such other functions as may be assigned by immediate supervisors from time to time.

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)	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 February 25, 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