

Date: 13 MARCH 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: INNOVATIONS DIVISION

ADMINISTRATIVE ASSISTANT III

Item number : N/A
Compensation : SG 9 (Php 23,041.51)
Place of Assignment: Tara Basa Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Completion of two (2) years studies in college
Experience: At least two (2) years of relevant experience
Training : At least eight (8) hours of relevant training
Eligibility : None required but having an eligibility is an advantage

Job Description:

The Administrative Assistant III shall perform a full range of secretarial duties and coordinate administrative activities for the Regional Program Management Office.

Functions and responsibilities:

1. Acts as the alternate focal for all incoming and outgoing documents and maintain a database of all documents of the office;
2. Assist in the sorting, logging, tracking of and coordinate timely action to all incoming documents to the Division Chief;
3. Assist in the screening of incoming telephone calls, taking accurate messages, dealing with queries from internal/external callers to ensure they are referred in a timely manner to the Division Chief and/or concerned staff;
4. Draft memoranda, correspondences, and other relevant office documents in a timely and accurate manner in consultation with the Immediate Supervisor;
5. Assist in the maintenance and updating of comprehensive calendar of activities;
6. Maintains physical and electronic office filing systems for the Regional Program Management Office; and
7. Performs other related tasks as may be assigned by the higher authorities from time to time

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%

- 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 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 MARCH 16, 2025.**

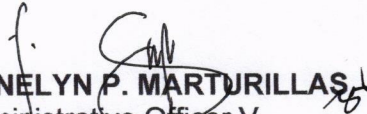
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
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 and Performance Management Section