

Date: **24 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 II

Item number : N/A  
Compensation : SG 8 (Php 21,499.24)  
Place of Assignment: EPAHP Regional Program Management Office

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job  
Experience: At least one (1) year of relevant experience  
Training : At least four (4) hours of relevant training  
Eligibility : None required but having an eligibility is an advantage  
Skills : Proficient in the use of MS Office

#### Functions and responsibilities:

1. Serve as administrative staff of Enhanced Partnership Against Hunger and Poverty (EPAHP) RPMO;
2. Coordinate, plan, and handle the schedule of the RPC;
3. Receive, sort, log, track, and coordinate timely action to all EPAHP RPMO incoming and outgoing documents in coordination with the RPC;
4. Compose communication letters addressed to partner stakeholders and transmission to the partners of the program. Monitor submission of action/s required for routed/transmitted documents from concerned staff/section/unit/division/partners as required;
5. Track communications and maintain filing system of documents, determine the proper disposition of records, prepare an inventory of records holding to be submitted annually and responsible for proper turn-over of records;
6. Operate office machines and transmits messages to other Government and Non-Government Organizations/ Corporations, partners of the Program.
7. Provide full administrative support in the day-to-day operations and in all the conduct of activities, seminars, trainings, among others;
8. Perform other related functions that may be assigned from time to time by the RPC/superior.

---

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%
<b>Total</b>	<b>100%</b>

**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 26, 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
- e. All application documents must be readily available for submission once the applicant is considered for the position.

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