

Date: **07 APRIL 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

ADMINISTRATIVE AIDE I

Item number : N/A
Compensation : SG 1 (Php 14, 290.90)
Fund Source : 4Ps 101 Fund
Place of Assignment : Agusan del Norte Cluster Operations Office

PREFERRED QUALIFICATIONS:

Education : Completion of 2 years in college.
Experience : At least 1 year of relevant experience
Training : None required.
Eligibility : CS Sub-professional

JOB DESCRIPTION:

Under the immediate supervision of the **Social Welfare Officer IV**, the **Administrative Aide I** provides administrative and data management support to the Cluster Operations Office, ensuring the accurate encoding, organization, and maintenance of physical and digital records related to 4Ps. This role assists the Cluster Beneficiary Data Officers in 4Ps Systems related functions, facilitates correspondence and reporting, and ensures data integrity through precise data entry of beneficiary updates, compliance verifications, and client assistance forms. Additionally, the position supports audit preparations and performs other program related tasks as assigned.

Job Functions and Output:

1. Assist CBDOs in BDMS related functions and deliverables;
2. Assist in organizing and maintaining both physical and digital records of 4Ps to ensure easy retrieval and accessibility especially during audit;
3. Prepare and distribute correspondence, memos or reports and assist in the preparation of regularly scheduled reports;
4. Perform accurate data entry tasks to support various units, ensuring data integrity and reliable reporting specifically on the following 4Ps forms;
5. Encode beneficiary updating forms such as updating forms for 0-2 children in the PPIS, updating of data inconsistencies, and other regular updates endorsed in the Cluster Operations Office;
6. Encode Compliance Verification Forms;
7. Encode Client Assistance Forms;
8. Encode SWDI Forms;
9. Perform other related task as may be assigned by the immediate supervisor.

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 APRIL 10, 2025.**

1. Application letter addressed to Regional Director Mari-Fior A. Doilaga-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;
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