

Date: 22 May 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** positions with details as follows:

Office: Protective Services Division

Administrative Aide VI - Driver

Item number : FOCARAGA-COS-ADA6-000004
Compensation : SG 6 (Php 17,553.00)
Place of Assignment: Home for Girls-Butuan City

PREFERRED QUALIFICATIONS:

Education : College Level
Experience : at least three years driving experience
Training : Basic Training in Driving and Safety
Eligibility : Professional Driver's License (MC 10, S.2013, CAT- IV)

JOB DESCRIPTION:

Under immediate supervision, performs as driver at DSWD Home for Girls; Operates the assigned motor vehicle of the Department; Attend to minor repairs and engine troubleshooting; does related work.

Functions and Responsibilities:

1. Transport residents and staff on official business using the assigned vehicle;
2. Act as courier of official documents and food and non-food supplies whenever assigned;
3. Provides immediate response during emergency and urgent situations during and/or beyond office hours;
4. Regularly cleans and inspects the assigned vehicle which include fuel, brake fluid, water and engine oil;
5. Ensure readiness of vehicle before each trip including availability of fuel;
6. Performs minor repairs or troubleshooting on engine defects;
7. Submits report on fuel consumption and distance traveled and facilitate in accomplishing trip tickets and vehicle pass;
8. Assist in the conduct of inspection and receiving of delivered goods whenever assigned;
9. Perform other tasks as maybe assigned by the supervisor.

Applicants should be guided by the following **Criteria for Evaluation:**

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• Competency-Based 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 the 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 27 May 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 High School Diploma;
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