

18 June 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 **permanent** position with details as follows:

Office: Administrative Division

ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III)

Designation : Section Head
Item Number : OSEC-DSWDB-ADOF5-187-2004
Compensation : SG 18 (Php 51,304.00)
Place of Assignment : Field Office – Procurement Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Management, Finance, Accounting, Public Administration, Business Administration, or a related field
Training : Completion of at least 16 hours of relevant training on finance, procurement, monitoring and evaluation or supervision
Experience : 2 years of work-related experience with at least 1 year supervisory experience
Eligibility : Career Service (Professional) Second Level Eligibility
Skills : Proficient in MS Office applications, particularly MS Excel for data analysis, reporting, and procurement tracking; proficient in technical writing; with advanced knowledge in procurement management; excellent analytical, negotiation, and decision-making skills

JOB DESCRIPTION:

The Head of the Procurement Section is responsible for overseeing and managing the end-to-end procurement process to acquire goods, services, and contracts that meet the organization's standards for quality, cost-efficiency, and timely delivery. This role requires the application of expert knowledge in procurement laws, regulations, and best practices to ensure compliance, enhance supplier performance, mitigate procurement-related risks, and support the organization's strategic and operational objectives through efficient, transparent, and ethical sourcing.

Functions and Responsibilities:

1. Lead the procurement team, set clear objectives, and ensure alignment with organizational goals;
2. Supervise the full procurement cycle, including solicitation of quotations, evaluation of proposals, and processing of procurement-related documentation;
3. Develop, review, and enforce procurement policies, procedures, and internal controls in accordance with applicable laws and regulations;

4. Foster a culture of continuous improvement, accountability, and professional development within the procurement team;
 5. Mentor and manage procurement staff, ensuring consistent performance, skills development, and adherence to professional standards;
 6. Manage supplier relationships and communicate effectively to maintain strategic partnerships;
 7. Ensure full compliance with legal, regulatory, and organizational requirements; prepare reports and present procurement metrics and insights to the management;
 8. Prepare reports and present procurement performance metrics to the management;
 9. Serve as Head of the Bids and Awards Committee (BAC) Secretariat;
 10. Perform other related functions that may be assigned from time to time by the superior.
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Applicants should be guided by the following **Criteria for Evaluation**:

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| • Education (E) | 25% |
| • Training (T) | 10% |
| • Experience (E) | 25% |
| • Initial Qualifying Test (IQT) | 10 % |
| • Special Exam (Technical) | 15% |
| • 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 28 June 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 Certification, Authentication & Verification (CAV) and original/authenticated copy of Transcript of Records (TOR);
5. Authenticated copy of certificate of eligibility/rating/license;
6. Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Commitment and Review Form/ Performance Evaluation or equivalent.

*******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 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>.

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GENELYN P. MARTURILLAS
Administrative Officer V/ HRPMS Head