

Date: 23 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 **Contractual** position with details as follows:

Office: PROMOTIVE SERVICES DIVISION

PROJECT DEVELOPMENT OFFICER II (Regional Administrative Officer)

Item number : FOCARAGA-CONTRACTUAL-PDO2-000343

Compensation : SG 15 (Php 40,208.00)

Place of Assignment: Sustainable Livelihood Program - RPMO

PREFERRED QUALIFICATIONS

- Education : Bachelor's degree preferably in Human Resources Management, Psychology, Business Administration, Social Sciences and other related fields
- Experience: One (1) year of relevant experience in human resource management, recruitment, employee welfare, organizational development, performance management, and office and records management
- Training : Four (4) hours of training in any or a combination of the following areas: human resource management, recruitment, selection, and placement, employee welfare, rewards and recognition, performance management, and/or office and records management
- Eligibility : Career Service (Professional)
- Skills : (a) Computer literate with basic knowledge on MS Office applications; (b) capable in writing technical reports with moderate guidance; (d) with knowledge on human resource, procurement office management, and records management

Functions and responsibilities:

1. Provides administrative support protocols in terms of references;
2. Oversee Records Management systems and mechanisms within the RPMO;
3. Oversee Property and Supplies and Procurement Management of the RPMO such as:
 - a. Ensure timely submission of necessary reports and documents;
 - b. Ensure timely procurement of all procurement activities included in the PPMP of the RPMO;
4. Oversee and facilitate Human Resource Management:
 - a. Assess the qualification of applicants vis-à-vis qualification standards of the position;
 - b. Assist and facilitate in providing special examination to applicants;
 - c. Prepare recommendation of longlist and shortlist of applicants;
 - d. Assist on matters pertaining to documentation, preparation of resolution, and other matters in recruitment and selection;
 - e. Update and maintain database/ records of applicants and existing workforce of SLP-RPMO;
 - f. Act as focal person of Human Resource Management and Development Service (HRPPMS), and/or the Personnel Administration Division (PAD) whenever

- necessary, with regards to compensation, benefits, leave administration and other related concerns;
- g. Provide technical and administrative assistance to RPMO in relation to HR and Personnel Administration-related matters;
 - h. Act as the Performance Management System (PMS) Focal and is in-charge of the process of Semestral Performance Management of the RPMO staff;
 - i. Facilitate and respond to Employee Welfare-related concerns within the RPMO;
 - j. Assist in the development of mechanics for Rewards and Recognition within the RPMO;
 - k. Assists the Training Office in facilitating the SLP Onboarding Program and Learning Needs Analysis;
 - l. Ensures that all HR-related issues and concerns are reported to the RPC and raised to the NPMO, if necessary;
 - m. Draft memoranda, correspondence, reports, and other forms of communications on matters pertaining to HR management;
5. Perform other related tasks that may be assigned from time to time by the 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)	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 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 JULY 4, 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;
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