

Date: 17 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 **Contract of Service** position with details as follows:

Office: FINANCIAL MANAGEMENT DIVISION

ADMINISTRATIVE ASSISTANT II

Item number : N/A
Compensation : SG 8 (Php 19,744.00)
Place of Assignment: Field Office Caraga – Accounting Section

PRESCRIBED QUALIFICATIONS:

Education : Completion of two (2) years in college
Experience : One (1) year of relevant work experience in the accounting field
Training : Four (4) hours of relevant training
Eligibility : With or without eligibility
Skills : Proficient in the use of MS Office, especially MS Excel; with knowledge in the accounting system

JOB DESCRIPTION:

Under the immediate supervision of the Accounting Section Head, performs clerical functions in the Accounting Section such as checking, reviewing, and tracking of documents and does other related tasks.

Functions and Responsibilities:

1. Receive Travel Expense claims
2. Encode/Input into TRIPS Travel Expense claims
3. Check/Review the correctness and completeness of the supporting documents of the Travel Expense claims
4. Prepare payroll of the Travel Expense claims
5. Scan payrolled Travel Expense claims
6. Compile the scanned Travel Expense claims
7. Perform other related tasks 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% of the maximum total score and only those who obtained an average percentile on IQT

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 JUNE 20, 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.

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