

Date: 18 JULY 2025

### **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **two (2)** vacant **Contract of Service** positions with details as follows:

**Office: Disaster Response Management Division**

#### **ADMINISTRATIVE OFFICER IV**

Item number : FOCARAGA-COS-ADOF4-000009,  
FOCARAGA-COS-ADOF4-000010

Compensation : SG 15 (Php 36, 619.00)

Place of Assignment: DSWD Field Office Caraga Regional Warehouse, Tiniwisan,  
Butuan City,  
Mindanao Disaster Resource Center, Port Poyohon Warehouse,  
Butuan City (temporary)

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in preferable in Management, Business/Public Administration or any other related courses

Training : Eight (8) hours of training preferably related to logistics and production on the management of warehouse, transport, facilities, donations, repacking of relief goods, quality and volunteers' deployment.

Experience : One (1) year of experience preferably related to warehouse, logistics, production, donation facilitation/processing/monitoring financial and quality control standard setting and volunteer's assistance

Eligibility : Career Service Professional/ Second-Level Eligibility

#### **Job Description:**

Under direction, performs supervisory, technical, and administrative and support functions of Regional Resource Operation Section (RROS) and does other related works.

#### **Job Functions:**

1. Acts as a Unit Head;
2. Provides administrative and technical support in the management of relief items;

3. Prepares memorandum/ proposal/TOR and other correspondences of RROS;
4. Develops and recommends improved warehousing and logistics plans/ packing and repacking of FFPs;
5. Provides technical and consultative services to LGUs, SWADs and stakeholders/partners related to warehousing and logistics management/production of FFPs;
6. Consolidates/reconciles data/reports of Logistics Unit;
7. Prepare communications and reports related to the management of relief items;
8. Assist in the provision of technical assistance to LGUs in the management of relief items;
9. Prepares periodic reports related to the stockpile inventory and request for augmentation of relief items;
10. Prepare reportorial requirements on warehousing and logistics for the DSWD Regional MANCOM and oversight agencies; and
11. Perform other related tasks that may be assigned from time to time.

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%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
<b>Total</b>	<b>100%</b>

**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 JULY 28, 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**\*\*\*\*\*

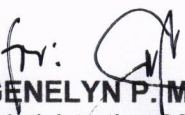
1. All applications shall **ONLY** be submitted through the above-mentioned link.



2. 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.
3. Request for extension of submission and application with incomplete documents shall not be entertained.
4. All communications pertaining to your application shall be sent via text/e-mail.
5. 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/>.

fr:   
**GENELYN P. MARTURILLAS**  
Administrative Officer V  
Human Resource Planning and Performance Management Section