

28 July 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: Administrative Division

ADMINISTRATIVE OFFICER V (Administrative Officer III)

Item Number : FOCARAGA-CONTRACTUAL-ADOF5-000001
Compensation : SG 18 (Php 51,304.00)
Place of Assignment : Field Office – Administrative Division

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, property management, records management, monitoring and evaluation or supervision
Experience : Minimum of 2 years of work-related experience with at least 1 year supervisory experience
Eligibility : CS (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 general administration field; excellent analytical, negotiation, and decision-making skills

JOB DESCRIPTION:

The Administrative Officer V (AO III) shall perform duties and responsibilities that primarily revolve around overall general support services administration, policy implementation, coordination, and ensuring efficient day-to-day operations. It involves a mix of supervisory, technical, and hands-on tasks that support the entire organization and the Administrative Division.

Functions and Responsibilities:

1. Oversee and manage the overall administrative operations of a unit/section and will supervise, coach, and mentor administrative staff to ensure efficient operations;
2. Implement and monitor administrative policies and guidelines issued by higher authorities and government oversight agencies;
3. Develop and recommend administrative guidelines relevant to the specific office or division;
4. Prepare and present reports to management on administrative matters including performance targets and accomplishments;
5. Identify administrative needs, propose solutions, and contributing to the overall strategic direction of the Administrative Division and the DSWD Field Office;
6. Coordinate administrative service functions with other units/divisions and ensure seamless administrative support across the organization;
7. Address and resolve issues and challenges and troubleshoot problems that arise in daily administrative operations, finding practical and compliant solutions;
8. Leads the conduct of periodic review and assessment of services lodged with the section/unit;
9. Perform other related tasks as may be assigned by the Division Chief.

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 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 07 August 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 or send us your queries through <https://caraga-iris.dswd.gov.ph>.


GENELYN P. MARTURILLAS
Administrative Officer V/ HRPPMS Head