

Date: **23 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 Contract of Service** position with details as follows:

Office: Disaster Response Management Division

ADMINISTRATIVE ASSISTANT II

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

PREFERRED QUALIFICATIONS:

Education : Completion of two (2) years in college
Training : Four (4) hours of relevant training preferably in the areas of databank maintenance, clerical functioning, preparation of communications and correspondences, etc.
Experience : One (1) year of relevant experience in databank maintenance, clerical functioning, preparation of communications and correspondences, liquidations, inspection of supplies and materials, administrative support, filing, etc.
Eligibility : None required
Skills : Proficient in the use of MS Office, especially MS Excel and MS Word; skilled in liquidation and basic financial documentation in support of program activities; with strong background in administrative tasks such as filing, encoding, and records management; and with advanced knowledge in computer operations and troubleshooting, including the use of office equipment, email platforms, and cloud-based file storage systems to support day-to-day operations.

General Function:

Under the immediate supervision of the Capacity Building Focal and the DRIMS Head, the Administrative Assistant II provides administrative and clerical support and performs other related tasks as may be required.

Primary Task:

1. Assist in the preparation, documentation, and liquidation of CapBuild program outputs such as attendance sheets, photo documentation, minutes of meetings, and activity reports.
2. Ensure timely and complete processing of all outgoing documents related to the program.
3. Coordinate logistical needs for IDCB activities, including vehicle requests, travel orders, regional special orders, and preparation of training materials.
4. Prepare and regularly update inventory of training supplies and administrative records.
5. Maintain organized databases and directories, including training requests, QRT members, RDRC contacts, and completed activities.
6. Organize and distribute training materials, supplies, and equipment for scheduled activities.
7. Prepare and issue certificates for all trainings and activities facilitated by the program.
8. Support administrative requirements for PRC accreditation of applicable IDCB activities.
9. Safekeep and systematically organize soft and hard copies of all CapBuild documents.
10. Implement a color-coded filing system for efficient management of administrative records.
11. Conduct periodic inventory and facilitate proper disposal of documents in line with records policies.
12. Perform administrative duties on a variety of incoming DROMIC documents from the Regional Director, Division Chief and/or Immediate Supervisor and maintain the confidential nature of sensitive documents.
13. Utilize established systems for document management, records management, and digital asset management to facilitate team accountability and collaboration
14. Record and track all incoming DROMIC communications and official documents: scan to file and save using google drive; record and disseminate to concerned DROMIC staff for pertinent action / disposition; record and track its status; record its outgoing action from DROMIC; and check / remind / follow-up DROMIC staff re: individual deliverables.
15. Screen and vet all communications and official documents in concurrence with the immediate supervisor, prior to submission to the higher authorities for signature and/or action.
16. Ensure dissemination of the agenda for DROMIC meetings, ensure attendance and participation of the staff, and assume responsibility for distribution and follow-ups in the implementation of decisions or plans arrived at.
17. Facilitate admin and logistical-related concerns of DROMIC and ensure needed coordination with other offices, Divisions, Sections and Units.
18. Prepare and manage inventory of all DROMIC-issued equipment to all DROMIC staff.
19. Examine request for reconsideration of decision on various referred to the office.
20. Perform other related works that may be assigned from time to time by the immediate supervisor and /or higher authorities.

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% 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*******

- 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. Request 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