

17 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: Policy and Plans Division

ADMINISTRATIVE ASSISTANT III (Secretary A)

Designation : NHTS Information Officer
Item Number : FOCARAGA-CONTRACTUAL-ADAS3-000001
Compensation : SG 9 (Php 23,226.00)
Place of Assignment : Field Office – National Household Targeting Section (NHTS)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job; Graduate of at least two-year course in Office Management
Training : 4 hours relevant training
Experience : 1 year of relevant experience
Eligibility : None required but having eligibility is an advantaged
Skills : Basic computer operations, public relation and multimedia management

JOB DESCRIPTION:

Under general supervision, performs planning, execution, and evaluation of communication activities, prepares/ writes news releases, assists in designing of information materials and perform other related work.

Functions and Responsibilities:

1. Draft news article/news feature/photo stories highlighting Listahanan Project and other social protection programs of DSWD;
2. Produce IEC materials (includes printed and AVP materials) for Listahanan Project and other programs of DSWD;
3. Photo-documentation of Listahanan and regional DSWD activities with social media posting;
4. Media interview/guesting highlighting Listahanan Project and other social protection programs of DSWD;
5. Craft and upload social media cards to the different social media platforms of DSWD Field Office Caraga;
6. Prepare Listahanan Communication Plan yearly;
7. Conduct of Advocacy/Social Marketing activities for Listahanan;
8. Preparation of talking points, activity briefers, memorandum or communication letters;
9. Perform other tasks as requested by the Regional Field Coordinator.

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%
• Competency-Based 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 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 24 July 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 VI/ HRPMS Lead