

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

HEAVY EQUIPMENT OPERATOR II

Item number : FOCARAGA-COS-HEO2-000001,
FOCARAGA-COS-HEO2-000002
Compensation : SG 6 (Php 17,553.00)
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 : High School Graduate or Completion of a relevant vocational / trade course
Training : Four (4) hours of relevant training
Experience : One (1) year of relevant experience
Eligibility : Heavy Equipment Operator (MC 10, s. 2013),
Professional Driver's License, TESDA Heavy Equipment Operation
National Certificate II Forklift Operation

Job Description:

Under immediate supervision, operates assigned trucks/motor vehicles and/or forklift of the Field Office, attends to minor repairs and engine troubleshooting, and does other related works.

Job Functions:

1. Operates trucks to deliver family food packs (FFPs) and other goods to LGUs and/or other identified areas.
2. Operates forklift to haul/transfer supplies/materials and other goods/items/FFPs from delivery trucks to warehouse or from one warehouse to another warehouse.
3. Ensures functionality, cleanliness and maintenance of the assigned truck at all times.
4. Accomplishes and submits daily reports and trip tickets.

5. Keeps and maintains vehicle tools.
6. Conducts daily maintenance check-up to ensure roadworthiness of trucks.
7. Performs other 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)	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*******

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/>.


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