

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

WAREHOUSEMAN III

Item number : FOCARAGA-COS-WH3-000001,
FOCARAGA-COS-WH3-000002

Compensation : SG 11 (Php 27,000.00)

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 relevant to the job

Training : Eight (8) hours of relevant training

Experience : Two (2) years of relevant experience

Eligibility : None required

Job Description:

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

Job Functions:

1. Provides administrative and technical support in the management of relief items;
2. Prepares memorandum/proposal/TOR and other correspondences of RROS;
3. Prepares communications and reports related to the management of relief items;
4. Monitors utilization of transport resources (DSWD-owned, service providers/contracted, partners) per particular destination and purpose/operations;
5. Monitors utilization and balance of funds with contracted Service Providers;
6. Assists in the provision of technical assistance to LGUs in the management of relief items;
7. Regularly monitors location/status of dispatched delivery vehicles based on delivery plan and day to day operations of the section;

8. Reviews and prepares required documentation for the submitted billing claims by the contracted Service Provider;
9. Drafts / provides inputs and recommendations on the crafting of Terms of Reference / Project proposal for the procurement / hiring of Forwarding Service Provider;
10. Supervises / facilitates actual loading / delivery of activities;
11. Reviews / recommends the development and enhancement of policies / guidelines / systems / procedures on Transport Management;
12. Coordinates with GOs, NGOs and partners for logistical support / augmentation during disaster relief operation;
13. Performs 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%
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 23, 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
Human Resource Planning and Performance Management Section