

Date: **08 SEPTEMBER 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 III

Item number : FOCARAGA-COS-ADAS3-000031
Compensation : SG 9 (Php 21, 211.00)
Place of Assignment : Field Office Caraga-DRMD

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Finance, Accounting or equivalent
Training : Eight (8) hours relevant training in procurement
Experience : Two (2) years of relevant experience in procurement process
Eligibility : None required

General Function:

The Procurement Officer is responsible for assisting the DRMD in ensuring the efficient and timely facilitation of all procurement-related process. This includes overseeing delivery, coordinating inspections and processing payment for disaster response activities and transactions as well as other related tasks.

Primary Task:

1. Facilitate the procurement process of all requests from DRMD up to the delivery, inspection and process of payments;
2. Provide clerical and administrative assistance on the day-to-day operation;
3. Review the approved Project Proposals and Purchase Requests as to completeness and record all transactions on the procurement database (e.g. technical specifications, TOR, signatories);
4. Prepare canvass forms/agency procurement requests;
5. Prepare Abstract of Quotation, Evaluation Form, Purchase Order including Disbursement Vouchers (DVs), Obligation Request Slip (ORS) and BAC resolution (if necessary) for approval;
6. Prepare a request for inspection and submit it to the Property and Supply Section with an attached copy of the Confirmed Purchase Order and booking slip (if applicable);
7. Facilitates the scanning of all procurement documents before endorsing to accounting for payment processing;
8. Prompt updating of the Procurement Database;

9. Provide administrative and logical support to the day-to-day operations such as scanning and filing of reports and other documents;
10. Perform other related work and assignments delegated by the supervisor or CAO.

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 SEPTEMBER 13, 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