DSWD
Department of Social Welfare and Development
Field Office - Caraga Region

BAGONG PILIPINAS

Date: **09 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: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION

ADMINISTRATIVE OFFICER II (HRMO I) – EXTENDED DEADLINE

Item No.	:	N/A
Compensation	:	SG 11 (Php 28,485.00)
Place of Assignment:		Field Office Caraga – HR Planning & Performance Management Section

PREFERRED QUALIFICATIONS:

Education	:	Bachelor's degree preferably in Human Resources Management, Psychology, Social Sciences and other related fields
Experience:		One (1) year of relevant experience in human resource management, recruitment, employee welfare, organizational development, performance management, and office and records management
Training	:	Eight (8) hours of training in any or a combination of the following areas: human resource management, recruitment, selection, and placement, employee welfare, rewards and recognition, performance management, and/or office and records management
Eligibility	:	Career Service Professional (preferred)
Skills	:	(a) Computer literate with basic knowledge on MS Office applications; (b) capable in writing technical reports with moderate guidance; (c) with knowledge on human resource, procurement office management, and records management

Job Functions and Output:

1. Facilitates and assists the section in the Recruitment, Selection and Placement (RSP) processes of Contract of Service and Contractual positions; under the Sustainable Livelihood Program.

2. Provides secretariat services to the Human Resource Merit, Promotion and Selection Committee (HRMPSC);

3. Takes charge in the preparation and documentation of the RSP processes;

DSWD Field Office Caraga,R. Palma St., Butuan City, Philippines 8600
Website: https://www.caraga.dswd.gov.ph Tel Nos.: (085) 303 8620

4. Prepares periodic related reports to relevant offices, sections and units;

5. Acts and serves as custodian of all related forms, templates and documents of the section;

6. Acts as the 8888 focal, HPMES focal and GAD alternate focal person of the section;

7. Maintains staffing, application and other related database;

8. Perform other related tasks as may be assigned.

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 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 (CAV) Certification, Authentication, and Verification;
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. 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 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 & Perforsance Management Section - Head