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

BAGONG PILIPINAS

Date: **18 NOVEMBER 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** positions with details as follows:

Office: OFFICE OF THE REGIONAL DIRECTOR

ADMINISTRATIVE ASSISTANT II

Item number : N/A

Compensation : SG 8 (Php 21,499.24)

Place of Assignment: RJJWC Office – Butuan City

PREFERRED QUALIFICATIONS

Education : Bachelor's degree relevant to the job

Experience: One (1) year of experience in using information system or administrative assistance

Training : Four (4) hours of training on information system or administrative assistant work

Eligibility : None required, but having an eligibility is an advantage

Job Description:

The Administrative Assistant II shall train and monitor the users of the Juvenile Justice and Welfare Information Management System (JJ-MIS) and provide administrative assistance to the Support for Bahay Pag-Asa Project.

Functions and responsibilities:

1. Coordinate and conduct training and monitoring of JJ-MIS;
2. Generate and submit data from the JJ-MIS;
3. Route procurement requests, project procurement management plan (PPMP), work and financial plans and other documents for JJ-MIS, Support to Bahay Pag-Asa project and other regular activities;
4. Assist in the logistical arrangements for the Support for BPA Project and other regular activities;
5. Receives, records, releases and files vouchers, RIS/PR, letters, memoranda, and other office documents and communications;
6. Classifies and sorts outgoing and incoming correspondence;
7. Encodes simple routine documents such as transmittal letters, special orders, certificates, vouchers, and other documents as may be required;
8. Assists in the receipt and dissemination of documents to committee members/ concerned officials;
9. Performs administrative liaising functions;
10. Monitors stocks of office supplies and ensures upkeep of office equipment and properties; and
11. Performs other tasks as may be assigned/ required by Supervisors.

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

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 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 recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before OCTOBER 21, 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;
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 and Performance Management Section