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

BAGONG PILIPINAS

Date: **11 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** position with details as follows:

Office: PROMOTIVE SERVICES DIVISION/ SUSTAINABLE LIVELIHOOD PROGRAM

ADMINISTRATIVE ASSISTANT II (REPOSTED)

Item number	:	FOCARAGA-COS-ADAS2-000026
Designation	:	N/A
Compensation	:	SG 8 (Php 21,499.24)
Place of Assignment:		Tandag City, Surigao del Sur

PREFERRED QUALIFICATIONS:

Education	:	Completion of two (2) years studies in college
Training	:	(4) four hours relevant training
Experience	:	(1) one year relevant experience in administrative or clerical work
Eligibility	:	Career Service Sub-Professional / First Level Eligibility (preferred)

Skills and Competencies:

1. Strong organizational and communication skills
2. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint)
3. Accuracy and attention to detail
4. Ability to multitask and work under pressure
5. Familiarity with government processes and protocols is an advantage

Job Functions and Output:

Administrative Support

1. Maintain and manage physical and electronic files related to SLP operations, including beneficiary profiles, project proposals, and liquidation reports.
2. Encode and update data in relevant DSWD/SLP databases and information systems (e.g., M&E forms, RPMO reports).
3. Assist in the preparation of internal and external communications (letters, memos, emails).
4. Schedule and coordinate meetings, appointments, and official travels of SLP staff.
5. Draft simple reports, minutes of meetings, and documentation of activities.

Financial and Logistical Assistance

1. Prepare procurement and financial documents such as Purchase Requests (PR), Requests for Quotation (RFQ), Disbursement Vouchers (DV), and liquidation reports.
2. Coordinate with suppliers and the Finance and Administrative Unit for timely processing of transactions.
3. Manage distribution and inventory of program supplies, equipment, and materials.

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

Support to Program Implementation

1. Provide logistical and clerical support during community-based trainings, orientations, monitoring, and evaluation activities.
2. Assist in the collation and submission of accomplishment reports and field updates from Project Development Officers (PDOs).

Participate in fieldwork and activity documentation as needed

Records and Communication Management

1. Maintain a logbook and tracking system for all incoming and outgoing documents relevant to the SLP.
2. Ensure timely and accurate routing of communications between the POO, RPMO, and other stakeholders.
3. Attend to routine inquiries and direct them to appropriate SLP personnel.

Other Related Functions

1. Perform other tasks as may be assigned by the Provincial Coordinator or other SLP officers.

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 November 14, 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)*.
8. NBI Clearance and Police Clearance.

********************************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.

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 & Performance Management Section - Head