

Date: **5 SEPTEMBER 2024**

## **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: ADMINISTRATIVE DIVISION / PROPERTY AND SUPPLY SECTION**

### **Administrative Assistant III**

Item number : N/A  
Compensation : SG 9 (Php 23,041.51)  
Place of Assignment: DSWD Field Office Caraga – Property and Supply Section

### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED):**

Education : Bachelor's degree in Business course, Finance, Accounting, or a related field  
Experience : At least one (1) year of work-related experience in inventory management, supply chain coordination, property reports, property record-keeping and documentation, and basic concept on problem-solving  
Training : At least four (4) hours of relevant training in property and supply management system  
Eligibility : Not required, but having an eligibility is an advantage  
Skills : Proficient in the use of MS Office, particularly MS Excel, with strong skills in inventory management. Possesses advanced expertise in the Property and Supply Management System and a thorough understanding of COA Circulars and guidelines related to property management.

### **Functions and Responsibilities:**

1. Updating of AICS Employee and Office Library in PREMIS;
2. Recording, documentation, and issuance of newly acquired PPE and Semi-Expendables for AICS Program;
3. Facilitate request of AICS staff or transfer of Property Accountability;
4. Facilitate the surrender / turnover of issued property and to process the cancellation of property accountability;
5. Facilitate the re-issuance of equipment and semi-expendable supplies upon request and availability of requested unit/item;
6. Issuance of Sticker Pass for all portable equipment;
7. To process the renewal of property accountability issued 3 years prior to the current year;
8. Issuance of property clearance for AICS employees tendering resignation, transfer, or retirement;
9. Assist during the conduct of semestral and annual physical count of supplies, semi-expendable items, and PPE;
10. To assist during the conduct of disposal activity to all unserviceable properties subject for disposal;
11. Updating of property database tracking;

12. To assist during the conduct of ISO-QMS;
13. Facilitation of AICS request for relief from property accountability for lost, damaged, or destroyed properties to the Commission on Audit;
14. To provide property technical assistance to AICS program whenever needed;
15. Facilitate the signing and issuance of CSMR to all clients of property related transactions;
16. To ensure that the issued PAR/ICS to AICS personnel are properly returned to the Property Office and upload in the PREMIS;
17. To maintain the individual filing of PAR/ICS to all AICS personnel;
18. To provide accurate data of all AICS PPE properties subject for GSIS insurance coverage;
19. Filing of received IAR, PO, DR, and Warranty Certificate of AICS acquired properties;
20. Scanning, filing, and uploading of signed PAR/ICS in the PREMIS; and
21. Performs tasks as assigned by the Supervisor and delivered with complete staff work.

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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%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting:** Obtain 75% of the maximum total score of ETE and only those who obtained an average percentile on IQT

**Second Shortlisting:** Top Five Highest rating but overall rating should not less than 80%

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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 12, 2024**.

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*).

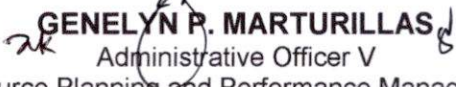


\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- 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. 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 and Performance Management Section