



Date: 14 October 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 **permanent** position with details as follows:

Office: Human Resource Management and Development Division

ADMINISTRATIVE OFFICER II (HRMO I) Extended deadline

Item Number : OSEC-DSWDB-ADOF2-82-2015
 Compensation : SG 11 (Php 28,512.00)
 Place of Assignment : Field Office Caraga – Learning and Development Section (LDS)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Human Resource Management, Psychology, Communication Studies
 Training : At least eight (8) hours of relevant training
 Experience : At least two (2) years of relevant experience
 Eligibility : CS (Professional) Second Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the Division Chief of Human Resource Management and Development Division (HRMDD); Act as the Section Head of the Learning and Development Section; Strengthen the Field Office career management and develop systems anchored on the promotion of skills (soft / hard), and develop human capital up to optimum potential.

Functions and Responsibilities:

1. Serves as the Section Head and oversee the team;
2. Ensure adherence to the PRIME HRM Level III indicators concerning Learning and Development;
3. Prepares Learning and Development (L & D) Plan based on OCAT and IDP results;
4. Implements and monitor local and foreign scholarship programs, as well as specialized trainings for personnel;
5. Conducts office and individual competency assessments;
6. Provides assistance to officials and employees relative to their participation in trainings, scholarships, and other personnel development programs;
7. Review activity proposals for internal staff prepared by different offices;
8. Prepare Work and Financial Plan, PPMP and MDP;
9. Act as resource person subject matter experts;
10. Provide technical assistance on LDS-related concerns;
11. Performs other related tasks.

Applicants should be guided by the following **Criteria for Evaluation:**

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| ● Education (E) | 25% |
| ● Training (T) | 10% |
| ● Experience (E) | 25% |
| ● Initial Qualifying Test (IQT) | 10 % |
| ● Special Exam (Technical) | 15% |
| ● Competency-Based 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 the 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 <https://caraga-iris.dswd.gov.ph>, with the complete scanned copies of the following documents below **on or before 21 October 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 Certification, Authentication & Verification (CAV)/ Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license;
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.

*******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 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 VI / HRPMS Head