



DSWD CARAGA Integrated Recruitment Information System

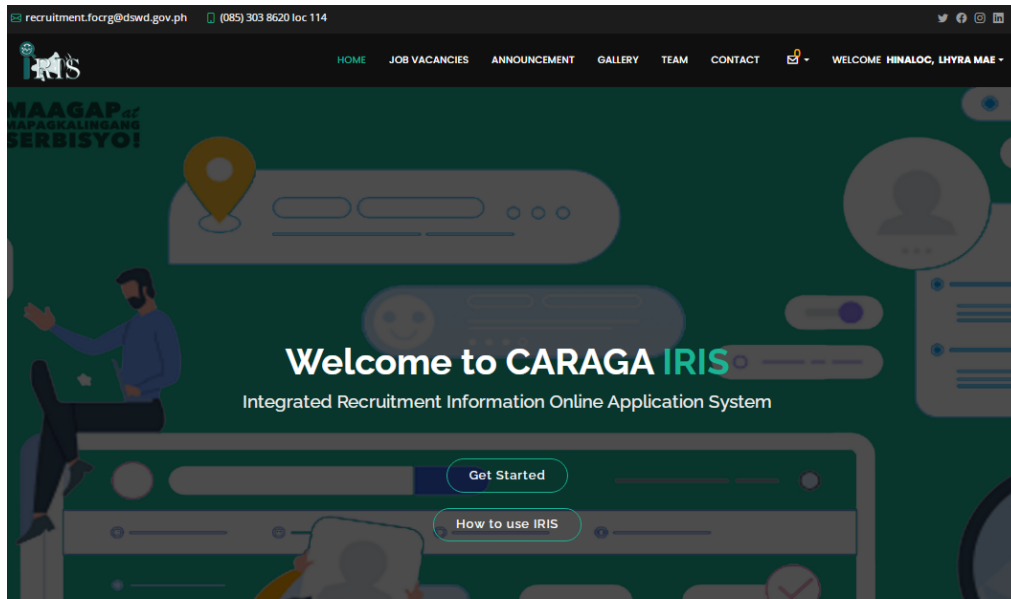
INSTRUCTIONAL MANUAL

HUMAN RESOURCE PLANNING AND PERFORMANCE
MANAGEMENT SECTION

What is IRIS?

The **DSWD FO Caraga IRIS**, which stands for **Integrated Recruitment Information System**, is the main information system of the Human Resource Planning and Performance Management Section (HRPPMS) for all recruitment, selection, and placement (RSP) activities. It covers the movement of applicants from application to integration to the organization.

Homepage. Welcome to Caraga IRIS!



Here, you can find the *Notice of Vacancies*, *Announcements*, and *Contact Information*.

Notice of Vacancy. Interested applicants can search all available positions and view all the details by clicking “Read More Details”. You may also view the list of other applicants who applied for the position by clicking “View Applicants”.

VACANCY

Notice of Vacancy (6) [Refresh](#)

Search vacancies...

Vacancy

Administrative Assistant II - COS

- Location : SLP POO - Tandag City, SDS / CARAGA
- Quantity : 1
- Deadline: **Aug. 9, 2022**
- Uploaded By: FLORUSSEL F. GALLIBOT

Total Views : 2

[View Applicants](#) | [Read More Details](#)

Vacancy

Financial Analyst III - COS

- Location : KC-RPMO / Field Office Caraga
- Quantity : 1
- Deadline: **Aug. 7, 2022**
- Uploaded By: FLORUSSEL F. GALLIBOT

Total Views : 2

[View Applicants](#) | [Read More Details](#)

Vacancy Details. This page shows all the details of a specific vacant position. If you wish to apply for the position, you may do so by clicking on the “Apply Now” button found on top of the Notice of Vacancy. However, you must first sign in to or create your IRIS account.

Vacancy Details Page Home / Vacancy / Vacancy Details

Administrative Assistant II - SLP - COS

Apply Now


Full Screen

1 of 2

Job Summary

Quantity: 1
 Program: SLP
 Reports to: RPC
 Salary Rate: PHP 18998.00
 Salary Grade: 8
 Fund Source: SLP
 Area of Assignment: SLP POO - Tandag City, SDS / CARAGA
 Item Number: N/A
 Deadline: Aug. 9, 2022
 Uploaded By: FLORUSSEL F. GALLIBOT

Sign Up Page. Fill in the required information to create your account. Once successfully registered, your username and password will be sent to your contact number.



Register to have an Account

Already Have An Account? [Sign In](#)

Basic Information


First Name * Middle Name (Optional) Last Name * Ext (Optional) Sex *

Email * Address * [Click here](#) Contact Number * [Additional Contact](#) Course * [Add Course](#) | [Additional Course](#)

Login Information

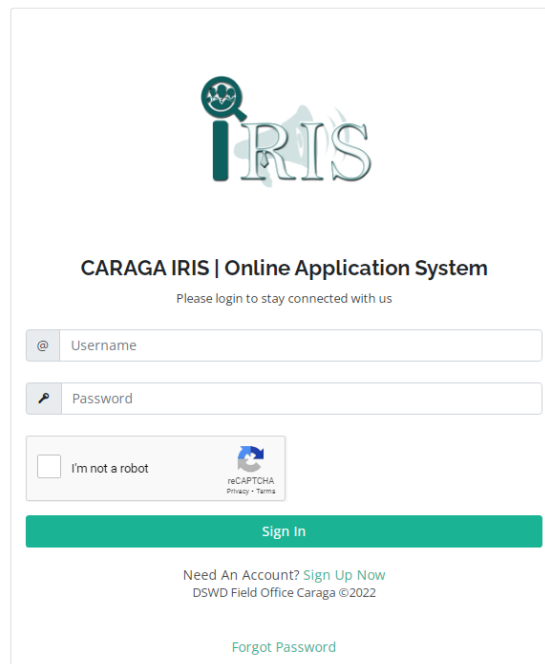
Username * Password * Confirm Password *

Terms and Conditions

I'm not a robot 

Register

Sign-in Page. To sign in, enter your username and password. Once successfully signed in, you can go back to the Vacancy Details page and click “Apply Now”.



The screenshot shows the sign-in page for the CARAGA IRIS Online Application System. At the top center is the IRIS logo, which features a magnifying glass over a globe. Below the logo, the text reads "CARAGA IRIS | Online Application System" and "Please login to stay connected with us". There are two input fields: "Username" with an '@' icon and "Password" with a key icon. Below these is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. A green "Sign In" button is positioned below the reCAPTCHA. At the bottom, there is a link for "Forgot Password" and a footer that says "Need An Account? Sign Up Now" and "DSWD Field Office Caraga ©2022".

Filing of Job Application. In this section, there are two types of application documents: required and optional.

Required documents must be submitted and you cannot proceed unless you have attached a file for this requirement.

Optional documents may or may not be submitted, depending on whether or not the documents are applicable to you. If you have any work experience and training reflected in your Personal Data Sheet, you must submit their supporting documents, namely your Certificate of Training, Certificate of Employment.

Filing of Application for Administrative Assistant II - SLP

Refresh

Note: Please check that your documents are in PDF/JPEG/PNG file because you can only upload once. You cannot proceed if any of the required documents are lacking. You can use this link for combining documents (<https://combinepdf.com/>). Thank You!

With Eligibility
 Without Eligibility

Transcript of Record Required <input type="button" value="Choose File"/> No file chosen	Application Letter Required <input type="button" value="Choose File"/> No file chosen	Personal Data Sheet Required <input type="button" value="Choose File"/> No file chosen
Work Experience Sheet Required <input type="button" value="Choose File"/> No file chosen	Certificate of Training <input type="button" value="Choose File"/> No file chosen	Certificate of Employment <input type="button" value="Choose File"/> No file chosen
IPCR/Performance Evaluation <input type="button" value="Choose File"/> No file chosen	<p>Reminders: For Certificate of Training, Certificate of Employment and IPCR/Performance Evaluation.</p> <p>These documents are necessary to further evaluate your application. Failure to submit shall mean a waiver on your part on the possibility not to be longlisted for the next recruitment process. Further, submission of these documents may benefit corresponding points to your application.</p> <p>For IPCR/Performance Evaluation you may click the link (IPCR) & download the form in case you dont have one. Signatories are required to be considered valid.</p>	

Submit Application

If you have any eligibility, click the “With Eligibility” button to reveal the additional fields where you can enter your eligibility details. You must also attach a scanned copy of your eligibility documents or PRC license.

Filing of Application for Administrative Assistant II - SLP

Refresh

Note: Please check that your documents are in PDF/JPEG/PNG file because you can only upload once. You cannot proceed if any of the required documents are lacking. You can use this link for combining documents (<https://combinepdf.com/>). Thank You!

With Eligibility
 Without Eligibility

Eligibility Information (Optional)

ELIGIBILITY NAME	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMEN T	PLACE OF EXAMINATION / CONFERMEN T	LICENSE (if applicable)		ATTACHMENT	+
				NUMBER	DATE OF VALIDITY		
CS Professional	80.00	07/08/2022	BUTUAN	1234567	08/30/2022	<input type="button" value="Choose File"/> No file chosen	-

Transcript of Record Required <input type="button" value="Choose File"/> No file chosen	Application Letter Required <input type="button" value="Choose File"/> No file chosen	Personal Data Sheet Required <input type="button" value="Choose File"/> No file chosen
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Submitting the application. Before submitting your application, please review all your attached files and information. Upon clicking “Yes”, wait for a few moments while the system generates your tracking number. **NOTE:** Do not cancel or refresh the page.

Filing of Application for **Administrative Assistant II - SLP** Refresh

Note: Please check that your documents are in PDF/JPEG/PNG file because you can only upload once. You cannot proceed if any of the required documents are lacking. You can use this link for combining documents (<https://combinepdf.com/>). Thank You!

With Eligibility
 Without Eligibility

Transcript of Record Required Choose File sample.pdf	Application Letter Required Choose File sample.pdf	Personal Data Sheet Required Choose File sample.pdf
Work Experience Sheet Required Choose File sample.pdf	Certificate of Employment Choose File No file chosen	IPCR/Performance Evaluation Choose File No file chosen

i

Confirmation

Are you sure you want to submit this application?

Please wait for a few moments after clicking 'YES' while the system is generating your tracking number. DO NOT CANCEL OR REFRESH THE PAGE.

After your application has been successfully submitted, the system will generate a tracking number you can use to inquire and track the status of your application. A text message will be sent to your contact number acknowledging the submission of your application.

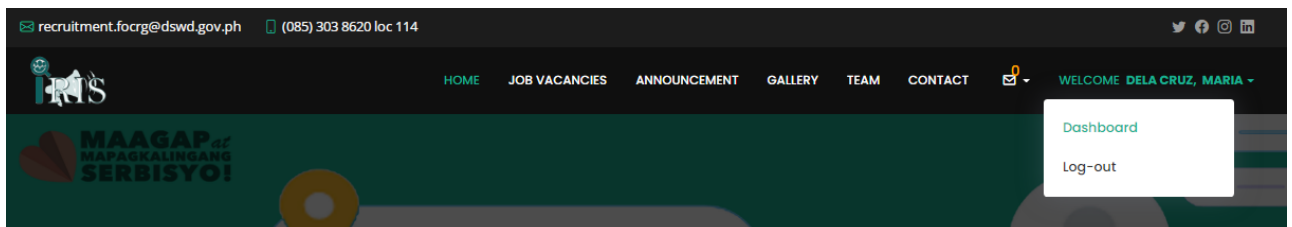


Welcome to Caraga-IRIS

Maria Dela Cruz

Your application in **Administrative Assistant II**
 with Application Code:
HR-2022-08-3790
 was successfully registered!

Applicant's Dashboard. On the navigation panel, you can access the Dashboard on the upper right corner by hovering on your name. Here, you can view your personal information and track your application status.



Profile. In the Profile Page, you can update your profile picture and all other pertinent information for your application, including your eligibility.

Profile

Home / User Profile

Refresh



Hello ! Maria Dela Cruz
 @mdelacruz
 Aug 09 2022, 01:27:55 PM

Basic Information

First Name *
 Middle Name (Optional)
 Last Name *

Ext (Optional)
 Date of Birth *
 Sex *
 Email *

Address * Click here
 Contact No. * Additional Contact
 Course * Add Course | Additional Course

Eligibility Information

ELIGIBILITY NAME +	RATING (if Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)		ATTACHMENT +
				NUMBER	DATE OF VALIDITY	

Update Information

Application Status. This page will show the tracking numbers of all the applications you submitted. You may click on each tracking number to track the status of your application.

Application Status

[Profile](#) / [Application Status](#)

Refresh


Search code...

Application Code
HR-2022-08-3790
Show Details

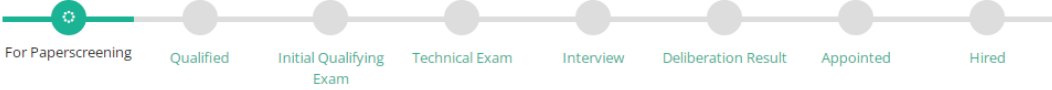
Application Tracking. This page serves as your application tracking. This will show you the steps in the Recruitment, Selection, and Placement (RSP) process and on which step your application is currently on. An automated text message will be sent every time there is an update on your application.

Tracking

[Profile](#) / [Application Status](#) / [Tracking](#)



Administrative Assistant II



Application Code : **HR-2022-08-3790**

Status: Pending

Remarks: **Application documents for review. For the position Administrative Assistant II that you applied in DSWD CARAGA.**

File Submitted:

Transcript of Record:	sample_XfyvRru.pdf
Application Letter:	sample_FJEqrCz.pdf
Personal Data Sheet:	sample_2b39svV.pdf
Work Experience Sheet:	sample_oRIKIXE.pdf

Change Password. In this page, applicants may change their password. Type your old password first then type in the new password that you want.

Refresh

Change Password

Old password*

New password*

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password must contain at least 1 symbols
- Your password must contain at least 1 digit, 0-9.
- Your password must contain at least 1 uppercase letter, A-Z.
- Your password must contain at least 1 lowercase letter, a-z.


New password confirmation*

Save changes

Announcements. Below the Notice of Vacancies at the Homepage, you may check any announcements on shortlisted applicants, newly-hired staff, and other RSP-related announcements.


LATEST POSTED

Announcements (4)


 **FLORUSSEL GALLIBOT**

Notice of Newly Hired
Posted on: August 01, 2022 03:52 PM

Notice of Newly Hired in Attorney III (Item No. OSEC-DSWDB-ATY3-1-2021) Vice Atty. Geramer V. Durato



DSWD
Department of Social Welfare and Development
DSWD-GF-419 | RRS' 00 / 12 OCT 2021



DSWD
REGIONAL OFFICE
CARAGA
"Kasama, Makapalad, Makatagumpay"

NOTICE

The public is hereby informed that the following has been appointed to the position stated below having met the minimum and competency requirements of the position.

Attorney III
(Item No. OSEC-DSWDB-ATY3-1-2021)
vice Atty. Geramer V. Durato

ATTY. KATRINA F. BUDLONG

Pursuant to Memorandum Circular No. 15, s. 2008 (Implementing Guidelines on DSWD Merit Selection Plan), those who wish to contest or protest the appointment may do so within fifteen (15) days from date of posting. Only written grievance/protest shall be entertained.

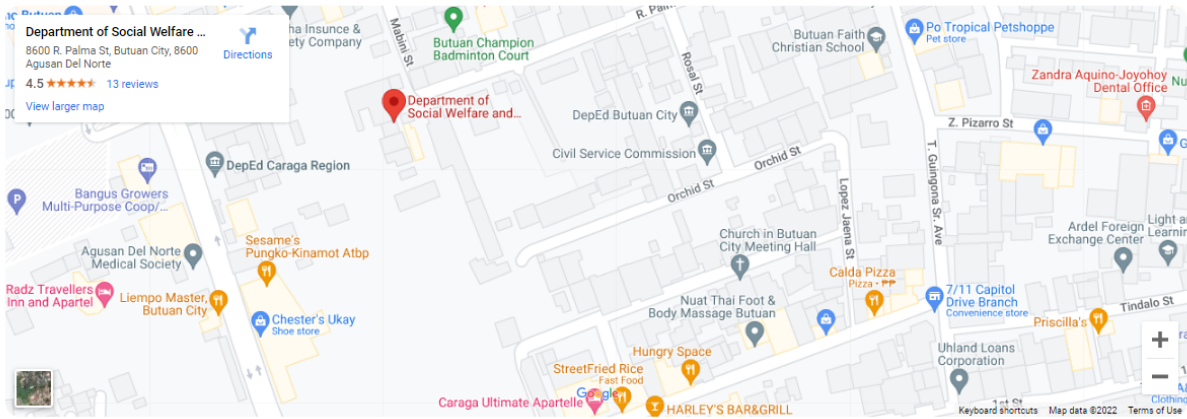
Do you have any questions?

Our contact details can be found at the bottom of the Homepage. You may also send in your queries about your application or the RSP process. You can get the answers to your queries as long as you are signed in to your account.

NOTE: Queries not related to the RSP process shall not be entertained.

CONTACT

Check our **Contact** Details



Location:
R. Palma St. Butuan City 8600

Email:
recruitment.focrg@dswd.gov.ph

Call:
(085) 303 8620 loc 114

Send us your queries.

Send Message