DSWD CARAGA
Integrated Recruitment
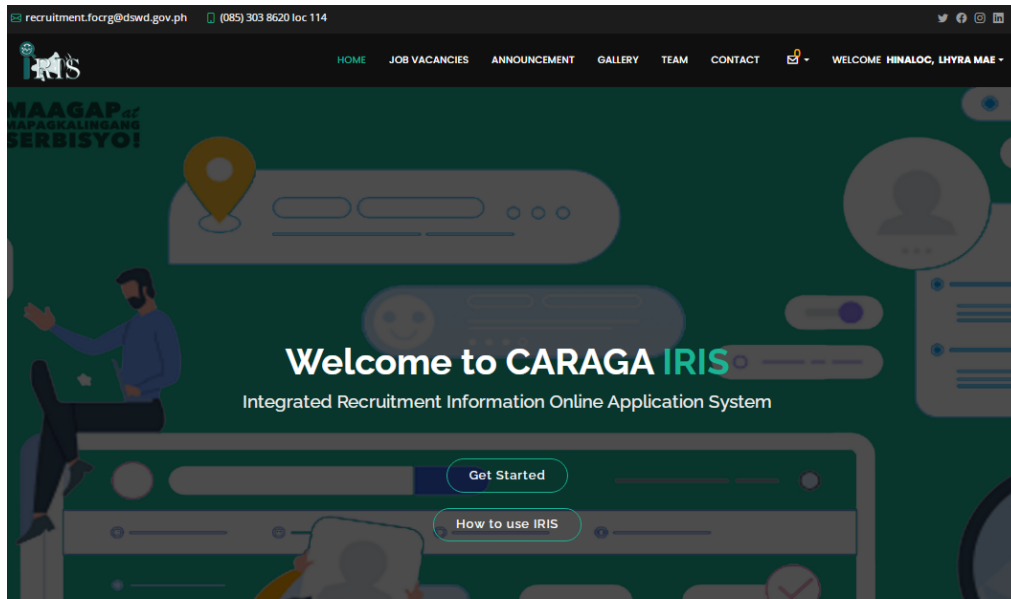# Information System

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 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.

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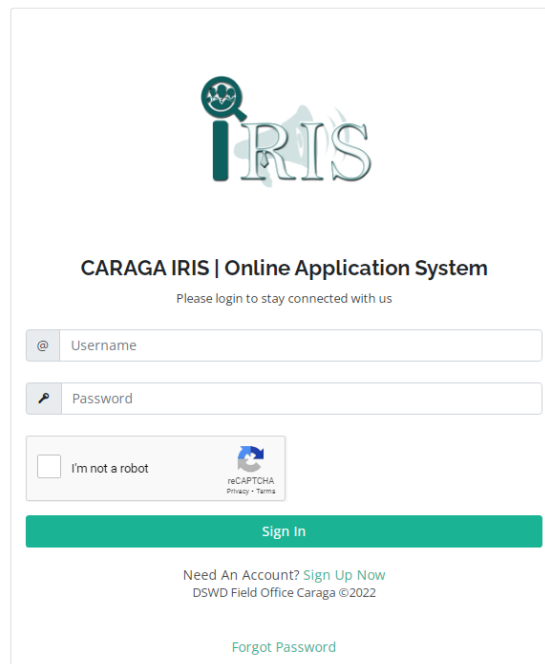
Sign-in Page. To sign in, enter your username and password. Once successfully signed in, you can go back to the Vacancy Details page and click "Apply Now".

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.

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.

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.

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.

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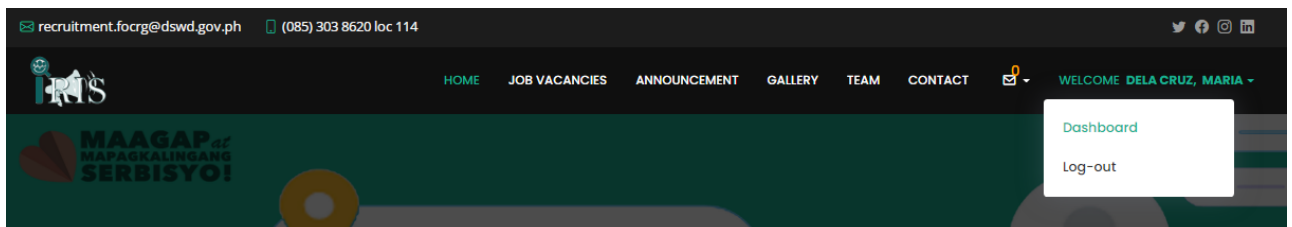
Profile. In the Profile Page, you can update your profile picture and all other pertinent information for your application, including your eligibility.

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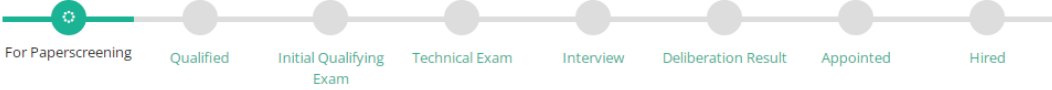
Application Tracking. This page serves as your application tracking. This will show you the steps in the Recruitment, Selection, and Placement (RSP) process and on which step your application is currently on. An automated text message will be sent every time there is an update on your application.

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

Change Password

Profile / Change Password

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-010 | REV 00 / 12 OCT 2021

DSWD FIELD OFFICE CARAGA

N O T I C E

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.
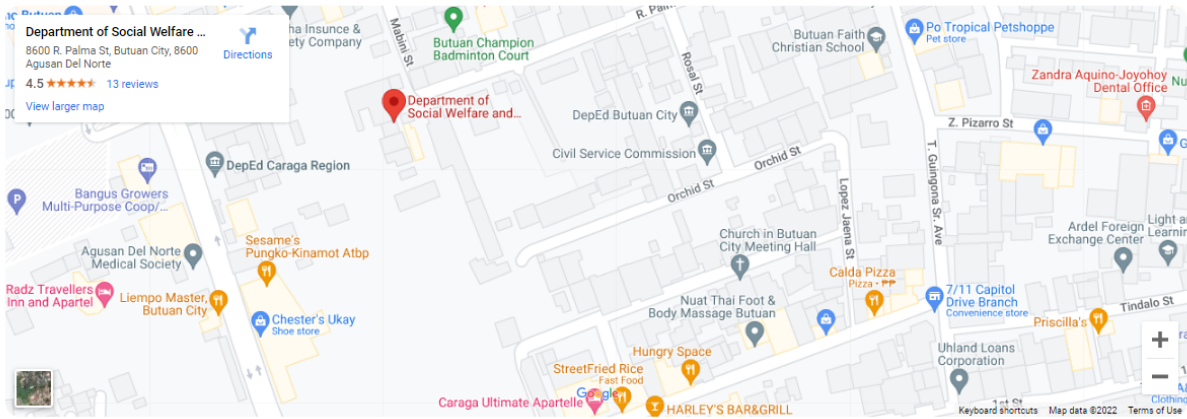
Do you have any questions?

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.

Subject

Message

Send Message