



BE AN **ANGEL IN RED VEST**

BE PART OF DSWD FIELD OFFICE 3 - CENTRAL LUZON

ONE (1) ADMINISTRATIVE AIDE IV (CLERK II)

ITEM CODE: OSEC-DSWDB-ADA4-691-2004

Employment Status: **PERMANENT**

Monthly Compensation: **SG 4 (PHP 16,833.00)**

Place of Assignment: **OFFICE OF THE ASSISTANT
REGIONAL DIRECTOR FOR ADMINISTRATION
(OARDA)**

Deadline of Submission: **APRIL 14, 2025**



**ONLY THOSE QUALIFIED APPLICANTS WHO APPLIED THROUGH THE QR CODE
ABOVE WITH COMPLETE DOCUMENTS WILL BE ENTERTAINED.**

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CSC QUALIFICATION

Education: Completion of two years studies in college

Training: None Required

Experience: None Required

Eligibility: Career Service (Sub-professional/First Level Eligibility)

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PRIMARY TASKS:

1. Receives incoming documents and records details in the Enhanced Document Transaction Management System (EDTMS);
2. Maintains and updates the database of incoming and outgoing documents;
3. Sorts documents accordingly prior endorsement to the ARDA for appropriate action;
4. Provides administrative support by receiving/making calls, attending to clients' inquiry;
5. Acts as the Records Custodian of the Office;
6. Acts as Property and Supplies Custodian of the Office;
7. Assists in the management of outgoing documents;
8. Assists ARDA in taking actions in the daily documents;
9. Performs other related tasks assigned by the Supervisor.

APPLY NOW!



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APPLICANTS SHALL BE GRADED BY THE FOLLOWING CRITERIA FOR EVALUATION:

Education	20%
Training	15%
Experience	25%
Written Exam	20%
Competency-Based Interview	15%
IPCR or any related Performance Assessment/Review	5%
Total	100%



- Application with complete document is highly encouraged.
- Only qualified applicants will be called for examination and/or interview.
- All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, 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.
- Requests for extension of submission and application with incomplete documents will not be entertained.
- All notifications and updates on your application will be sent through email.

