

NOTICE OF VACANCY

Reposted

As of May 7, 2019

Pantawid Pamilyang Pilipino Program (Contract of Service)

Position	:	Social Welfare Officer II
Salary	:	P 31, 752.00
Number of Vacancy	:	1
Location	:	POO Surigao del Sur
Reports to	:	RPC through the Provincial Link

Qualifications Guide

A. Preferred Qualifications (Competency-based)

<u>Education:</u>	Bachelor's degree in Social Work
<u>Training:</u>	8 hours of relevant training in case management and community organizing
<u>Experience:</u>	At least 1 year of relevant experience involving case-management, community assessment and monitoring
<u>Eligibility</u>	: RA1080 (Registered Social Worker)

Terms of Reference:


- Provide technical support to the Social Welfare Officer III in the case management of Pantawid beneficiaries.
- Attend case conferences organized by the SWO III and provide technical assistance as necessary.
- Take action on concerns raised pertaining to case management, community organizing, SWDI, Convergence Initiatives and P/CMAT functionality.
- Assist in the administration of the Social Welfare Development Indicators (SWDI) if necessary.
- Prepare periodic reports.
- Perform other related tasks as may be assigned by the Provincial Link, SWO III and Regional Program Coordinator.

Qualified applicants may submit their job application at the Records Section with the following documents on or before **May 14, 2019:**

1. Application letter addressed to OIC Regional Director Mita Chuchi Gupana-Lim
2. Personal Data Sheet with passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet)
3. Transcript of Records
4. Certificate of relevant trainings and seminars attended
5. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment (*for insider only*)

For online application, submit your application at hrrpms.focrg@gmail.com with the complete attachments as above-mentioned. Be reminded and indicate **APPLICATION FOR SWO II-Convergence** as the SUBJECT.

Note: APPLICATIONS SUBMITTED BEYOND THE DEADLINE AND WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. THE AGENCY VALUES DIVERSITY IN ITS WORKPLACE AND ENCOURAGE QUALIFIED APPLICANTS REGARDLESS OF AGE, SEX, SEXUAL ORIENTATION, ETHNICITY, POLITICAL AFFILIATION, RELIGION, DISABILITY & OTHERS.


BIRTHDAY JEAN R. QUINTO
AO IV/HRPPMS Head
05/07/2019