

Date: 28 December 2021

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **Contract of Service** position with details as follows:

Office: Policy and Plans Division (PPD)/ Standards Section

SOCIAL WELFARE OFFICER I

Item number : N/A
Compensation : SG 11 (Php 25,439.00)
Place of Assignment: FO Caraga-Standards Section

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's degree in Social Work
Experience : None required
Training : None required
Eligibility : R.A. 1080 (Registered Social Worker)

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Social Work
Experience : At least one (1) year of relevant experience
Training : At least eight (8) hours relevant trainings
Eligibility : R.A. 1080 (Registered Social Worker)

JOB DESCRIPTION:

Under general supervision and with some latitude for exercise of independent judgement, performs somewhat difficult, responsible professional work by providing regulatory services and technical assistance along regulatory standards to Local Government Units (LGUs), Social Welfare and Development Agencies (SWDAs) and Civil Society Organizations (CSOs).

Functions and Responsibilities:

1. Conduct Pre-assessment of Senior Citizen Centers (SCCs) per semester;
2. Conduct assessment visit on Registration, Licensing and Accreditation per semester;
3. Conduct accreditation of Early Childhood Care and Development (ECCD) Service Providers (Child Development Centers and Child Development Workers) per semester;
4. Conduct monitoring visits to SWDAs for sustained compliance;
5. Conduct accreditation to the Pre-Marriage Counselors (PMCs);
6. Submit of Monthly Monitoring Report on Unauthorized Public Solicitation;
7. Update and maintain SWDA Database;
8. Perform other related tasks as may be assigned by the immediate supervisor.

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score of ETE and those who obtained a high average percentile on IQT

Second Shortlisting: Top five (5) highest rating but overall rating should not less than 80%.

Interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before 5 January 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of duly filled out** Personal Data Sheet with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with **Work Experience Sheet**, which can be downloaded at www.csc.gov.ph);
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.


*******IMPORTANT REMINDERS*******

- a. Walk-in applicants will not be entertained in observance to the new normal.
- b. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must not be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR SWO-I (STANDARDS)** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

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.

Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114.


GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section