

Date: 27 January 2022

## 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: Adoption Resource and Referral Section**

### SOCIAL WELFARE OFFICER II

Item Number : FOCARAGA-COS-SOCWO2-000034  
Compensation : SG 15 (Php 35,079.00)  
Place of Assignment : DSWD Field Office Caraga

### CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's Degree in Social Work  
Experience : At least one (1) year relevant experience  
Training : At least four (4) hours relevant training  
Eligibility : RA 1080 (Registered Social Worker)

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work  
Experience : At least two (2) years relevant work experience in Case Management, Home/Child Study Report Preparation, Monitoring, and Initiating Advocacy Activities  
Training : At least four (4) hours of relevant training  
Eligibility : RA 1080 (Registered Social Worker)

### JOB DESCRIPTION:

Under general supervision and with some latitude for the exercise of independent judgment; performs somewhat difficult tasks; responsible for professional work pertaining to case management; plans and facilitates adoption-related activities; exhibits broad knowledge on adoption and foster care, and; does other related tasks that may be assigned from time to time.

### Functions and Responsibilities:

1. Maintain a checklist and updated data bank of cases endorsed to the Field Office to monitor and track the movement of cases for issuance of Order of Administrative Adoption;
2. Review and assess the completeness in form and in substance the Petitions for Administrative Adoption, together with the social case study report and other documentary requirements endorsed to the Field office – Adoption Resource and Referral Section (ARRS);



3. Ensure compliance to laws, policies, and guidelines pertaining to case management of children for administrative adoption;
4. Provide technical assistance to LGUs and other stakeholders in relation to RA 11222;
5. Conduct/Attend case conference/dialogues/meetings relative to difficult cases in relation to RA 11222;
6. Prepare Child and Home Study Reports of handled cases;
7. Conduct orientation and technical assistance to concerned offices and agencies in relation to the implementation of adoption services;
8. Contribute to the development of new strategies/technologies/enhancement of existing policies;
9. Assist the ARRS Focal Person in the conduct of the capacity building activities to enhance the social worker's knowledge, attitude, and skills (KAS) related to alternative family care; and
10. Perform other functions as may be defined by the Head of Office in relation to the implementation of RA 11222 and other related laws.

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

• Education (E)	20%
• Training (T)	10%
• Experience (E)	20%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	25%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting:** Those who obtained an average percentile on IQT  
**Second Shortlisting:** Top five (5) highest rating

Interested and qualified applicants may submit their application thru [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before 03 February 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](http://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; and
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

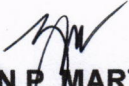
- a. Walk-in applicants will not be entertained in observance to the new normal.

- 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 position.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR SWO II – ARRS** 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