

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 III

Item Number : FOCARAGA-COS-SOCWO3-000001
Compensation : SG 18 (Php 45,203.00)
Place of Assignment : DSWD Field Office Caraga

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's Degree in Social Work
Experience : At least two (2) years relevant experience
Training : At least eight (8) 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 eight (8) hours 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. Ensure sufficiency and completeness of documents in form and substance and has the consistency of information with all other documents prior to submission to ARRS Focal Person for final review;
2. Conduct orientation and technical assistance to concerned offices and agencies in relation to the implementation of adoption services;
3. Provide technical assistance in the implementation of Alternative Family Care Laws;
4. Contribute to the development of new strategies/technologies/enhancement of existing policies;

5. 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 foster care;
6. Conduct monthly monitoring of cases of children to ensure expeditious movement of cases in all centers and institutions including the child-caring agencies;
7. Assist the ARRS Focal Person in the conduct of the annual program review and evaluation workshop on adoption;
8. Maintain an updated list of CCAs for ready and accessible reference;
9. Maintain an updated data bank of adoption cases;
10. Prepare monthly and quarterly reports on adoption cases;
11. Develop strategies in the recruitment of prospective adoptive parents/families;
12. Assess eligibility of prospective adoptive parents/families;
13. Directly handle or manage adoptive/foster cases including referred or walk-in cases or assist the foster applicants in the compliance of the documents;
14. Prepare Home Study Reports of prospective foster parents/families;
15. Present the case of the prospective adoptive/foster parents/families in the adoptive/foster care matching conference;
16. Recommend the issuance of a foster license or foster placement authority;
17. Assist or provide information to foster parents in securing the necessary documents needed;
18. Conduct monitoring visit on the adoptive/foster care placement; and
19. Perform other related tasks that may be assigned by the immediate supervisor or the Regional Director.

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%
Total	100%

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 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);
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.

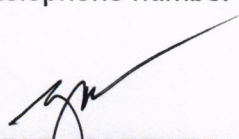
*******IMPORTANT REMINDERS*******

- 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 III – 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