

Date: 25 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: Supplementary Feeding Program

NUTRITIONIST-DIETITIAN I

Item Number : FOCARAGA-COS-ND1-000001
Compensation : SG 11 (Php 25,439.00)
Place of Assignment : Surigao del Norte

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's Degree in Nutrition, Dietetics, or Community Nutrition
Experience : None required
Training : None required
Eligibility : RA 1080 (Registered Nutritionist-Dietitian)

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Nutrition, Dietetics, or Community Nutrition
Experience : At least six (6) months experience as Nutritionist and Dietitian specifically in Public Health Nutrition, Hospital, and Academe; At least six (6) months experience in community work
Training : At least four (4) hours of relevant training
Eligibility : RA 1080 (Registered Nutritionist-Dietitian)
Others : Can formulate Nutritional Plan for Children, Good in oral and written communication, can work with minimum supervision, willing to be assigned in any area of Caraga

JOB DESCRIPTION:

The Nutritionist-Dietitian I performs the Nutritional Technical and Monitoring Plan of the SFP operation in Caraga and ensures that nutrition counselling is provided to parents whose children remained undernourished after 60 Feeding days and 120 Feeding days. They shall assist the SWO I in the preparation and facilitation of the social case assessment for the SFP-Project WE CARE.

Functions and Responsibilities:

1. Implement the Nutrition Technical/Counseling Assistance on their assigned province;
2. Validate Nutritional Status Reports from the LGUs in their assigned province;
3. Prepare Technical Assistance Report;
4. Act as consultant to all nutrition activities of the assigned province; and
5. Perform other related tasks as may be assigned by the immediate supervisor.

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 01 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 ND I – SFP** 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

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