

## NOTICE OF VACANCY

as of January 28, 2022

Position : SOCIAL WELFARE OFFICER III - REPOST  
Designation : PANTAWID CLUSTER HEAD  
Salary : SG 18 (Php 43, 681.00)  
Number of Vacancy : 1  
Area of Assignment : Pantawid Pamilyang Pilipino Program Division  
Within Caraga Region  
Status of Employment : Contractual

### Preferred Qualifications (Competency-based):

Education : Bachelor's Degree in Social Work  
Training : At least 24 hours (24) hours of related training  
Experience : At least three (3) year of related experience  
Eligibility : RA 1080- Professional Eligibility for Social Work

### Applicants shall be guided by the following Criteria of Evaluation:

Education (E)	-	25%
Training (T)	-	10%
Experience (E)	-	25%
Examinations	-	25%
Interview	-	10%
IPCR/ Performance Assessment Review	-	5%
<b>Total</b>	-	<b>100%</b>

### Cut-Off Scores:

- 1. Initial Shortlisting :** Obtain 75% of the maximum total score and only those who obtained high average percentile on IQT
- 2. Final Shortlisting :** Top five highest rating but overall rating should not be less than 80%

### Job Function:

- Review, consolidate and provide inputs to the activity proposals and other budgetary requirements submitted by the Municipal Links in the Cluster;
- Supervise and monitor implementation of approved activities as scheduled in the Work and Financial Plan;
- Provide technical assistance through consultation, meetings, dialogues, case conferences and conduct of spot checks and mentoring to the Municipal Links in meeting the procedural guidelines and policies of the program;
- Monitor and ensure the compliance Local Government Units and partner agencies on supply side requirements of the program;
- Monitor, Countercheck, track updates per municipality as follows:
  - Total registration and enrollment - IDs, Oath of Commitment & LBP forms
  - Household data on attendance to FDS
  - Results of Compliance Verification
  - Summary of submitted update forms
  - Updating of library of schools and health centers
  - Summary of grievances and complaints received, responded and resolved

### Complementation and convergence of services

- Facilitate and/or conduct case management of households with dysfunctional families and/or whose household members are in difficult circumstances such as child and women abuse cases, child in conflict with the law and marital conflict.
- Ensure close coordination with key partner agencies, LGUs and other stakeholders at the municipal level through the Municipal Link to facilitate compliance verification, complementation of support services and other requirements of the program;

- Monitor and ensure functioning of the Municipal Advisory Committees;
- Consolidate and provide inputs on the accomplishments and issues and recommendations submitted by the Municipal Links;
- Facilitate conduct of performance evaluation of the Municipal Links;
- Perform other related tasks as may be assigned.

Due to the increasing incidence of COVID-19, 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 February 2, 2022**.

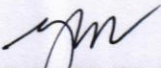
1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Personal Data Sheet (PDF File with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Transcript 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

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

- a. 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.
- b. All communications pertaining to your application will be sent via e-mail.
- c. Be reminded to indicate **APPLICATION FOR PANTAWID - SOCIAL WELFARE OFFICER III** as the e-mail subject.
- d. Request for extension of submission and application with incomplete documents will not be facilitated.

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability and others.

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

  
**GENELYN P. MARTURILLAS**  
AO VI/HRPPMS Head  
January 28, 2022