

Date: 21 February 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: Crisis Intervention Section**

### SOCIAL WELFARE OFFICER II

Item number : N/A  
Compensation : SG 15 (Php 35,097.00)  
Place of Assignment: CIS Satellite Office/ Province of Dinagat Island

### 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 : 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 four (4) hours relevant trainings  
Eligibility : R.A. 1080 (Registered Social Worker)

### JOB DESCRIPTION:

Under general supervision and with some latitude for exercise of independent judgment, performs somewhat difficult task, responsible professional work pertaining to case management; prepare Social Case Study Case Report operates within framework of legislation and government policy, and; does other related tasks that maybe assigned from time to time.

### Functions and Responsibilities:

1. Facilitates clients and provide assistance based on their presented problem.
2. Coordinate with agency and/or service providers in line with client's needs.
3. Tap resources that will help and benefit the clients in resolving their crisis situation.
4. Prepare Social Case Study Report Operates within a framework of legislation and government policy relating to children, families, the poor, vulnerable and disadvantaged individuals and groups.
5. Encourages creative ways of working to resolve the problem/challenges vulnerable people face and aims to promote empowerment, enabling people to take action to improve their lives.

6. Help disadvantage and vulnerable people improve their health and well-being.
7. Conduct home visitation to clients if needed.
8. Perform other related tasks as may be assigned by the immediate supervisor.

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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%
<b>Total</b>	<b>100%</b>

**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%.

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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 1 March 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;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

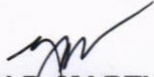
\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- 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 II-(CIS)** 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 F. MARTURILLAS**

Administrative Officer V

Human Resource Planning and Performance Management Section