

Date: 29 March 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: Protective Services Division

SOCIAL WELFARE OFFICER II (Women and Family Focal Person)

Item Number : FOCARAGA-COS-SOCWO2-000053
Compensation : SG 15 (Php 35,097.00)
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 experience
Training : At least eight (8) hours relevant training
Eligibility : RA 1080 (Registered Social Worker)

JOB DESCRIPTION:

Under the immediate supervision of the Unit Head, will be in-charge for the implementation of the programs and inter-agency collaboration on women, family, and community/special concerns.

Functions and Responsibilities:

1. Implement and monitor project activities along women and family;
2. Assist, facilitate, and document the conduct of workshops, trainings, advocacy sessions, meetings, and other program activities as necessary;
3. Coordinate with the Local Government Units, Non-Government Organizations, People's Organizations, Regional Line Agencies, and other local partners for partnership and collaboration;
4. Act as Secretariat to the Regional Inter-Agency on Filipino Family;
5. Attend meetings, conferences, advocacy events, and similar activities in relation to the implementation of programs/services along these sectors;
6. Monitor and provide technical support to local partners along the implementation of programs/services along these sectors as necessary;
7. Prepare and submit project proposals, documentations, reportorial requirements as required; and
8. Perform other related tasks that would contribute to the effective and efficient implementation of the sectors.

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%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score and only those who obtained an average percentile on IQT

Second Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%

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 08 April 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. Be reminded to indicate **APPLICATION FOR SWO II – WOMEN** as the e-mail subject.

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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