

Date: 31 May 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 : N/A  
Compensation : SG 15 (Php 35,097.00)  
Place of Assignment : DSWD Field Office Caraga

#### 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.

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Applicants should be guided by the following **Criteria for Evaluation:**

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|---------------------------------|-----|
| • 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% or 45 points of the maximum total score of the ETE

**Final 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](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before 10 June 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **.PDF file of duly filled out** notarized 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 or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
5. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
6. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

\*\*\*\*\***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