

Date: 29 JUNE 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 – MINORS TRAVELLING ABROAD**

### PROJECT DEVELOPMENT OFFICER I

Item number : N/A  
Compensation : SG 11 (Php 26,265.00)  
Place of Assignment : DSWD Field Office Caraga  
Contract Duration : July to September 2022

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work  
Training : At least four (4) hours relevant training  
Experience : At least one (1) year relevant experience  
Eligibility : RA 1080

### JOB DESCRIPTION:

Under the immediate supervision of the Social Welfare Officer I, the Project Development Officer I performs the following tasks below:

#### **Job Functions and Output:**

1. Facilitate inquiries of Minors Travelling Abroad (MTA) customers;
2. Provide and explain required documents as well as process flow/time of Minors Travelling Abroad (MTA);
3. Ensure completeness and examine/ verify the authenticity of documents submitted by Minors Travelling Abroad (MTA) applicants;
4. Conduct intake/ interview and assessment to Minors Travelling Abroad (MTA) applicants;
5. Prepare assessment report;
6. Facilitate issuance of Travel Clearance;
7. Facilitate / Assist Minors Travelling Abroad (MTA) applicants handled by Community-based Social Workers;
8. Maintain close coordination with LGUs and other partners in Minors Travelling Abroad (MTA);
9. Conduct/ Assist re: Minors Travelling Abroad (MTA) Advocacy, Orientation and other related activities;
10. Prepare reportorial documents and perform clerical works;
11. Perform other related task as assigned by the immediate supervisor.

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% or 45 points of the maximum total score of ETE**

**Second Shortlisting: Top Five 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 JULY 5, 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. Be reminded to indicate **APPLICATION FOR PDO I - MTA** 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) 303-8620 local 114.

  
**GENELYN P. MARTURILLAS**  
Administrative Officer V  
Human Resource Planning and Performance Management Section