

Date: June 16, 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: KALAHI CIDSS Program

COMMUNITY DEVELOPMENT OFFICER II

Item Number : N/A
Compensation : SG 15 (Php 35, 097.00)
Place of Assignment : Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Experience : At least one (1) year relevant experience
Training : At least eight (8) hours relevant training
Eligibility : RA 1080 / Registered Social Worker

JOB DESCRIPTION:

Under the immediate supervision of the Regional Program Coordinator, the CDO II performs the following tasks below:

Functions and Responsibilities:

1. Conduct eligibility assessment and validation of the BP2 Beneficiaries under Category 1 Category 2 and Category 3
2. Assist in facilitating the signing of the Tripartite MOA between the Department of Social Welfare and Development Office, receiving Local Government Unit (LGU) and beneficiaries.
3. Assist in facilitating the Documentary Requirements of the assistance to be provided to the BP2 eligible beneficiaries
4. Conduct Home visit and monitoring to the identified BP2 Beneficiaries
5. Facilitate/Conduct family case conferences with the LSWDO
6. Monitor and update Regional Masterlist base on the progress of intervention implemented to the family beneficiaries
7. Prepare documentation and filing of the processes of the BP2 activities and initiatives
8. Perform other related task to BP2 implementation, as deem necessary

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% total score of the ETE

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

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);
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 shall 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 CDO II – KALAHI** 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