

Date: 17 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/Home for Girls

HOUSEPARENT I (UTILITY WORKER)

Item Number : N/A
Compensation : SG 4 (Php 16,128.00)
Place of Assignment : Home for Girls

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : At least four (4) hours training/seminars in handling specific type of residents under care
Training : None required
Eligibility : None required (MC 11, s. 1996 – Cat. III)

JOB DESCRIPTION:

Under the immediate supervision, shall perform the role of Utility Worker in Home for Girls and do other related work.

Functions and Responsibilities:

1. Take charge in the maintenance of cleanliness of the facility;
2. Ensure that plants are watered and maintained and teach children the proper way of garden maintenance;
3. Assist the house parents, nurse, and cook when necessary;
4. Assist in the maintenance of the gardening project and hall preparation during special activities;
5. Ensure that cleaning materials are safely kept every after use; and
6. Perform other related tasks as may be assigned by the supervisor.

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

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• 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 with the complete scanned copies of the following documents below **on or before 27 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);
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 HP I – UTILITY WORKER** 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