Department of Social Welfare and Development

DSWD FIELD OFFICE CARAGA
"Kalidad na Serbisyo, Kalidad na Buhay Sigurado"

Date: 21 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/Regional Rehabilitation Center for Youth

HOUSEPARENT I

Item Number	:	N/A
Compensation	:	SG 4 (Php 14,993.00)
Place of Assignment	:	Regional Rehabilitation Center for Youth, Prosperidad, Agusan del Sur

PREFERRED QUALIFICATIONS:

Education	:	Bachelor's Degree relevant to the job
Experience	:	At least one (1) year of relevant work experience in Houseparenting and Reports Preparation (Accomplishment Reports, Minutes of Meetings, Proceedings, Feedback Reports, etc.)
Training	:	None required
Eligibility	:	None required (MC 11, s. 1996 – Cat. III)

JOB DESCRIPTION:

Under immediate supervision, shall perform the role of houseparent to the children under custody and do other related work.

Functions and Responsibilities:

1. Supervise the home management activities for the residents;
2. Observe behavior of the residents and reports it to rehabilitation team meeting;
3. Direct and observe simple instructions in vocational works;
4. Report usual changes of behavior of the residents;
5. Prepares and submits monthly accomplishment reports;
6. Ensure safety and security of the residents within the assigned rooms/cottage;
7. Mediate between residents who are in conflict and work out the resolution of problems;
8. Attend meetings (Staff Meeting, Multi-Disciplinary Team and Homelife);
9. Escort residents with outside activities or for medical check-up;
10. Conduct school monitoring visit and tutorial activities to residents;
11. Conduct monthly inventory of personal belongings of residents;
12. Conduct Marketing and Livelihood activities;
13. Conduct orientation on Homelife Services and house rules;
14. Conduct regular zoning and inspection;
15. Conduct one-on-one time with handled residents;
16. Prepare incident reports and facilitate blotter of incident;
17. Prepare Request of Supplies (RIS) for Homelife use; and
18. Perform other related tasks as may be assigned by the supervisor.

DSWD Central/Field Office Caraga, R. Palma Street, Butuan City, Philippines 8600
Website: http://www.dswd.gov.ph Tel Nos.: (085) 303-8620 Telefax: (085) 8159173

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

• Education (E)	20%
• Training (T)	15%
• 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 with the complete scanned copies of the following documents below **on or before 01 July 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.

**********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 – RRCY** 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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