

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 vacant **Contractual** positions with details as follows:

**Office: Pantawid Pamilyang Pilipino Program**

#### SOCIAL WELFARE ASSISTANT (SWA)

Item Number : N/A  
Compensation : SG 8 (Php 18,998.00)  
Place of Assignment : Field- Based (Municipalities within Caraga region)

#### PREFERRED QUALIFICATIONS:

Education : Completion of two (2) years studies in college  
Experience : At least one (1) year relevant experience  
Training : At least four (4) hours relevant training  
Eligibility : None required

#### JOB DESCRIPTION:

Under the immediate supervision of the Provincial Link and Social Welfare Officer III, the SWA performs the following tasks:

#### **Functions and Responsibilities:**

1. Facilitates distribution and retrieval compliance verification forms (CVS);
2. Prepare summary of CVS forms distributed and retrieved and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to C/ML for appropriate actions;
3. Facilitate coordination with schools and health centers relative to CVS monitoring and retrieval;
4. Collate submitted GRS forms;
5. Assist the C/ML in the workloads and management of cases;
6. Assist and perform administrative support and clerical functions;
7. Accomplish performance commitment and appraisal;
8. Perform other related tasks that shall be assigned by their immediate supervisor.

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)      | 10% |
| ● Competency-Based Interview    | 15% |

- 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**  
**Second Shortlisting: Top five (5) highest rating but overall rating should not be 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 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](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 SWA CONTRACTUAL – PANTAWID** 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