

Date: 02 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 **Contractual** position with details as follows:

Office: Office of the Regional Director – Social Technology Unit

SOCIAL WELFARE OFFICER III

Item Number : N/A (Ref.:FOCARAGA-CONTRACTUAL-SOCWO3-000001)
Compensation : SG 18 (Php 45,203.00)
Place of Assignment : DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Experience : At least two (2) years of relevant experience
Training : At least eight (8) hours of relevant training
Eligibility : RA 1080 (Social Worker)

JOB DESCRIPTION:

The Social Welfare Officer III is responsible for Program Development and Enhancement, Marketing of Completed Social Technologies for possible adoption/replication by the partner intermediaries (LGUs, CSOs, PO).

Job Functions and Output:

1. Supervise the unit;
2. Facilitate the conduct of social marketing and promotion for replication of social protection technologies;
3. Monitor and provide technical assistance to partner intermediaries in the implementation of Social Technologies;
4. Provide technical assistance and conduct monitoring to partner intermediaries replicating/ adopting social technologies;
5. Assist in the pilot implementation of Social Technology Bureau-initiated project;
6. Develop and implement regionally-initiated social technologies, if necessary;
7. Ensure full utilization of budget allocation;
8. Assist in the conduct of capability building activities in relation to the pilot implementation of social protection technologies;
9. Formulate and monitor implementation of Work and Financial Plan;
10. Prepare periodic reports;
11. Perform other related tasks that shall be assigned by the immediate supervisor or Regional Director.

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% 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 08 June 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);
3. Authenticated copy of Transcript of Records or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license;
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 SWO III – SOCTECH** 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