

Date: July 20, 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: Protective Services Division- Community- Based Services

POSITION: PROJECT DEVELOPMENT OFFICER II

DESIGNATION: SOCIAL WELFARE AND DEVELOPMENT (SWAD) TEAM LEADER

Item Number : N/A
Compensation : SG 15 (Php 35 097. 00)
Place of Assignment : Province of Dinagat Islands SWAD Satellite Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Experience : At least one (1) year of relevant experience in Case Management- Adoption Cases, Home Child/ Study Report preparation, Monitoring and Initiating Advocacy Activities and Social Welfare Services
Training : At least four (4) hours relevant training
Eligibility : RA 1080 (Registered Social Worker)

JOB DESCRIPTION:

Under general supervision and with some latitude for the exercise of independent judgment; performs somewhat difficult tasks; responsible professional work pertaining to case management; plans and facilitates adoption related activities; exhibits broad knowledge on adoption and foster care and does other related task that may be assigned from time to time.

FUNCTIONS AND RESPONSIBILITIES:

The PDO II- SWAD Team Leader primary tasks include but are not limited to the following:

1. Ensure sufficiency and completeness of documents in form and substance and has consistency of information with all other documents prior to submission to ARRS Focal Person for final review.
2. Conduct orientation and technical assistance to concerned offices and agencies in relation to the implementation of adoption services.
3. Provide technical assistance in the implementation of RA 10165/RA 8552/RA 8043/RA 11222.
4. Contribute to the development of new strategies/technologies/enhancement of existing policies.
5. Assist the ARRU Focal Person in the conduct of the capability building activities to enhance the social worker's knowledge, attitude and skills (KAS) related to foster care.
6. Conduct monthly monitoring of cases of children to ensure expeditious movement of cases in all centers and institutions including the child caring agencies.
7. Assist the ARRU Focal Person in the conduct of annual program review and evaluation workshop on adoption.
8. Maintain an updated list of CCAs for ready and accessible reference.

9. Maintain an updated data bank of adoption/foster cases.
10. Prepare monthly and quarterly reports on adoption/foster cases.
11. Develop strategies in the recruitment of prospective adoptive/foster parents/families.
12. Assess eligibility of prospective adoptive/foster parents/families.
13. Directly handle or manage adoption/foster cases including referred or walk-in cases or assist the foster applicants in the compliance of the documents.
14. Prepare Home Study Reports of prospective adoptive/foster parents/families.
15. Present the case of the prospective adoptive/foster parents/families in the matching conference.
16. Recommends the issuance of adoptive/foster license or foster placement authority.
17. Assist or provide information to adoptive/foster parents in securing the necessary documents needed.
18. Conduct monitoring visit on the adoption/foster care placement.
19. Perform other related tasks that maybe assigned by the immediate supervisor or the 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% total score of the maximum score

Second Shortlisting: Top and 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 30 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;
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/employment 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 PDO II- SWAD PDI** 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 shall 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) 303- 8620 local 114.



GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section