

Date: 11 JULY 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 – MINORS TRAVELLING ABROAD

PROJECT DEVELOPMENT OFFICER I (REPOST)

Item number : N/A
Compensation : SG 11 (Php 26,265.00)
Place of Assignment : DSWD Field Office Caraga
Contract Duration : July to September 2022

PREFERRED QUALIFICATIONS:

Education : **Bachelor's Degree in Social Work**
Training : At least four (4) hours relevant training
Experience : At least one (1) year relevant experience
Eligibility : RA 1080

JOB DESCRIPTION:

Under the immediate supervision of the Social Welfare Officer I, the Project Development Officer I performs the following tasks below:

Job Functions and Output:

1. Facilitate inquiries of Minors Travelling Abroad (MTA) customers;
2. Provide and explain required documents as well as process flow/time of Minors Travelling Abroad (MTA);
3. Ensure completeness and examine/ verify the authenticity of documents submitted by Minors Travelling Abroad (MTA) applicants;
4. Conduct intake/ interview and assessment to Minors Travelling Abroad (MTA) applicants;
5. Prepare assessment report;
6. Facilitate issuance of Travel Clearance;
7. Facilitate / Assist Minors Travelling Abroad (MTA) applicants handled by Community-based Social Workers;
8. Maintain close coordination with LGUs and other partners in Minors Travelling Abroad (MTA);
9. Conduct/ Assist re: Minors Travelling Abroad (MTA) Advocacy, Orientation and other related activities;
10. Prepare reportorial documents and perform clerical works;
11. Perform other related task as assigned by the immediate supervisor.

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%
• 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 ETE

Second Shortlisting: Top Five Highest rating but overall rating should not 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 JULY 20, 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 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.
- c. Be reminded to indicate **APPLICATION FOR PDO I - MTA** 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) 303-8620 local 114.


GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section