

Date: 15 August 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

ADMINISTRATIVE OFFICER IV (PSYCHOMETRICIAN)

Item Number : N/A (Reference No. FOCARAGA-COS-ADOF4-000001)
Compensation : SG 15 (Php 35,097.00)
Place of Assignment : Regional Rehabilitation Center for Youth, Prosperidad, Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Psychology
Experience : At least one (1) year relevant experience in clinical setting and/or in guidance and counseling
Training : At least eight (8) hours relevant training
Eligibility : RA 1080 (Registered Psychometrician)

JOB DESCRIPTION:

Under the immediate supervision of the RRCY Center Head, the Administrative Officer IV (Psychometrician) shall provide psychological services to the residents of RRCY.

Functions and Responsibilities:

1. Handle all cases referred in the center;
2. Administer oral and written tests to determine the degree of intelligence, interest, and attitudes of the children in the center;
3. Interpret and evaluate results conducted to predict adjustments of residents to institutional life;
4. Conduct individual and group sessions with the clients in coordination with the social worker;
5. Provide guidance to clients who have personal, occupational, social, and emotional problems;
6. Refer clients for further psychiatric or psychological treatment through case manager for those who manifest behavioral problems;
7. Conduct home visits or family dialogues together with the case manager as need arises;
8. Attend case conferences and rehabilitation team meetings and recommends areas for implementation based on expertise;
9. Facilitate conduct of socio-cultural activities such as Mental Health Celebrations;
10. Develop and implement a stress management program or team building activities for the rehabilitation team; and
11. Perform other related tasks as designated by the 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%
 - 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 through <https://bit.ly/3c13JMJ> or through email address, recruitment.focrg@dswd.gov.ph, with the complete scanned copies of the following documents below **on or before 25 August 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.

*******IMPORTANT REMINDERS*******

- a. All applications shall be submitted to the above-mentioned link. Applications submitted through email shall be entertained until August 31, 2022 **ONLY**. Be reminded to indicate **APPLICATION FOR AO IV – PSYCHOMETRICIAN** as the e-mail subject.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable).
- c. Requests for extension of submission and application with incomplete documents will not be entertained.
- d. All communications pertaining to your application will be sent via text/e-mail.

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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or email us at recruitment.focrg@dswd.gov.ph.


GENELYN P. MARTURILLAS
 Administrative Officer V
 Human Resource Planning and Performance Management Section