

Date: 22 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 **permanent** position with details as follows:

Office: Protective Services Division – Sectoral Unit

SOCIAL WELFARE ASSISTANT (REPOSTED)

Item number : OSEC-DSWDB-SOCWAS-401-2004
Compensation : SG 8 (Php 18,998.00)
Place of Assignment: Field Office Caraga
Designation : Early Childhood Care and Development (ECCD) Focal Person

PREFERRED QUALIFICATIONS:

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

JOB DESCRIPTION:

Under the direct supervision of the Unit Head, will be in-charge for the implementation of the programs under Early Childhood Care and Development.

Job Functions and Output:

1. Implement and monitor project activities along ECCD Program;
2. Assist in the implementation of the ECCD-IS;
3. Assist, facilitate and document the conduct of workshops, trainings, advocacy sessions, meetings and other program activities as necessary;
4. Coordinate with the Local Government Units, Non-Government Organizations, People's Organizations, Regional Line Agencies and other local partners for partnership and collaboration;
5. Attend meetings/conferences/advocacy events and similar activities in relation to the implementation of programs/services along these sectors;
6. Monitor and provide technical support to local partners along the implementation of programs/services along these sectors as necessary;
7. Prepare and submit project proposals, documentations, reportorial requirements as required;
8. Perform other related tasks that would contribute to the effective and efficient implementation of the sectors.

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) | 10% |

Total 100%

Initial Shortlisting: Obtain 75% of the maximum total score of ETE
Secon Shortlisting: Top five (5) highest rating but overall rating should not less than 80%

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph> or through email address, recruitment.focrg@dswd.gov.ph, with the complete scanned copies of the following documents below **on or before 29 August 2022.**

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga;
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/CAV;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

*******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 SWA-ECCD FOCAL** 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.

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 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