

Date: 23 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 **Contractual** position with details as follows:

Office: Protective Services Division/Regional Rehabilitation Center for Youth

SOCIAL WELFARE OFFICER I

Item Number : N/A (Ref.: FOCARAGA-CONTRACTUAL-SOCWO1-000003)
Compensation : SG 11 (Php 25,439.00)
Place of Assignment : Regional Rehabilitation Center for Youth, Patin-ay, Prosperidad, Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Experience : At least two (2) years of work experience in handling Children in Conflict with the Law (Case Management) or Accredited as Service Provider on his/her field of practice.
Training : At least eight (8) hours of relevant training
Eligibility : RA 1080 (Registered Social Worker)

JOB DESCRIPTION:

The Social Welfare Officer I, under the direct supervision of the Center Head performs the following functions and responsibilities:

Job Functions and Output:

1. Ensure monthly/ quarterly/ semestral/ yearly submission of reports;
2. Provides supervision to Case Managers;
3. Coordinate and work closely with the members of the rehabilitation team;
4. Plan program of activities;
5. Maintain close coordination with the court and the local social welfare and development offices and other allied agencies;
6. Prepare Narrative Reports and maintain records of activities and does other related work;
7. Ensure updating of Social Case Study Reports every six months;
8. Ensure attendance of handled residents during scheduled hearings;
9. Ensure on time submission of required reports to courts;
10. Conduct group and individual counselling to residents;
11. Conduct admission/ discharge/ case conference;
12. Conduct home visitation and family dialogue to clients' family;
13. Conduct close coordination/ dialogue with PAO/ Clerk of Courts/ judges;
14. Conduct advocacy activities re: Republic Act 9344 as amended by Republic Act 10630 as well as programs and services of Regional Rehabilitation Center for Youth;
15. Prepare minutes of meeting, project proposals, and proceedings of activities conducted in the center;
16. Prepare feedback reports of travels conducted;
17. Prepare monthly and quarterly accomplishment reports;
18. Perform other related tasks that may be assigned by the immediate supervisor or the Regional Director.

Applicants should be guided by the following **Criteria for Evaluation:**

- 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://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 01 September 2022**.


1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
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. 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 SWO I – RRCY** 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


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