

Date: August 11, 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: Pantawid Pamilyang Pilipino Program

SOCIAL WELFARE OFFICER III

Item Number : N/A
Compensation : SG 18 (Php 45, 203.00)
Place of Assignment : Provincial Office within Caraga Region

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Experience : At least two (2) years relevant experience
Training : At least eight (8) hours relevant training
Eligibility : RA 1080- Registered Social Work

JOB DESCRIPTION:

Under the immediate supervision of the Regional Program Coordinator and Provincial Link, the SWO III performs the following tasks below:

Functions and Responsibilities:

1. Review, consolidate and provide inputs to the activity proposals and other budgetary requirements submitted by the Municipal Links in the Cluster;
2. Supervise and monitor implementation of approved activities as scheduled in the Work and Financial Plan;
3. Provide technical assistance through consultation, meetings, dialogues, case conferences and conduct of spot checks and mentoring to the Municipal Links in meeting the procedural guidelines and policies of the program;
4. Monitor and ensure the compliance Local Government Units and partner agencies on supply side requirements of the program;
5. Monitor, Countercheck, track updates per municipality as follows:
 - Total registration and enrollment - IDs, Oath of Commitment & LBP forms
 - Household data on attendance to FDS
 - Results of Compliance Verification
 - Summary of submitted update forms
 - Updating of library of schools and health centers
 - Summary of grievances and complaints received, responded and resolved
 - Complementation and convergence of services
6. Facilitate and/or conduct case management of households with dysfunctional families and/or whose household members are in difficult circumstances such as child and women abuse cases, child in conflict with the law and marital conflict;

7. Ensure close coordination with key partner agencies, LGUs and other stakeholders at the municipal level through the Municipal Link to facilitate compliance verification, complementation of support services and other requirements of the program;
8. Monitor and ensure functioning of the Municipal Advisory Committees;
9. Consolidate and provide inputs on the accomplishments and issues and recommendations submitted by the Municipal Links;
10. Facilitate conduct of performance evaluation of the PDO II- City/ Municipal Links;
11. Perform other related tasks as may be assigned by the immediate supervisors.

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Competency-Based Interview (CBI)	10%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% maximum total score of the CE except CBI

Second Shortlisting: Top five (5) 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 21 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 (*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 SWO III- PANTAWID** 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) 342- 5619 local 114.



GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section