

Date: 27 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 **permanent** position with details as follows:

Office: Protective Services Division – Sectoral Unit

SOCIAL WELFARE ASSISTANT

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%
• Interview	15%
• IPCR or any related Performance Assessment Review	5%
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 thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before 10 August 2022.**

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
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. 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.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR SWA-ECCD FOCAL** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

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