

Date: 06 September 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: Adoption Resource and Referral Section**

#### **SOCIAL WELFARE OFFICER II**

Item Number : N/A (Reference No. FOCARAGA-COS-SOCWO2-000036)  
Compensation : SG 15 (Php 35,097.00)  
Place of Assignment : SWAD Satellite Office, Agusan del Sur

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Social Work  
Experience : At least two (2) years relevant work experience in Case Management, Home/Child Study Report Preparation, Monitoring and Initiating Advocacy Activities  
Training : At least four (4) hours relevant training  
Eligibility : RA 1080 (Registered Social Worker)

#### **JOB DESCRIPTION:**

Under general supervision and with some latitude for the exercise of independent judgment; performs somewhat difficult tasks; responsible professional work pertaining to case management; plans and facilitates adoption-related activities; exhibits broad knowledge on adoption and foster care, and; does other related tasks that may be assigned from time to time.

#### **Functions and Responsibilities:**

1. Maintain a checklist and updated data bank of cases endorsed to the Field Office to monitor and track the movement of cases for issuance of Order of Administrative Adoption;
2. Review and assess the completeness in form and in substance the Petitions for Administrative Adoption, together with the social case study report and other documentary requirements endorsed to the Field office – Adoption Resource and Referral Section (ARRS);
3. Ensure compliance to laws, policies, and guidelines pertaining to case management of children for administrative adoption;
4. Provide technical assistance to LGUs and other stakeholders in relation to RA 11222;
5. Conduct/Attend case conference/dialogues/meetings relative to difficult cases in relation to RA 11222;
6. Prepare Child and Home Study Reports of handled cases;
7. Conduct orientation and technical assistance to concerned offices and agencies in relation to the implementation of adoption services;
8. Contribute to the development of new strategies/technologies/enhancement of existing policies;

9. Assist the ARRS Focal Person in the conduct of the capacity building activities to enhance the social worker's knowledge, attitude, and skills (KAS) related to alternative family care; and
10. Perform other functions as may be defined by the Head of Office in relation to the implementation of RA 11222 and other related laws.

**Job Outputs:**

1. Inventory of Adoption/Foster Caseloads
2. Monitoring of Movement of Adoption/Foster Cases
3. Development of Adoptive/Foster Families
4. Other related tasks

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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%
<b>Total</b>	<b>100%</b>

**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%

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Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before 16 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 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

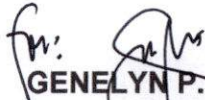
\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- a. All applications shall ONLY be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall 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 send us your queries through <https://caraga-iris.dswd.gov.ph/>.

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**GENELYN P. MARTURILLAS**

Administrative Officer V

Human Resource Planning and Performance Management Section