

Date: 11 October 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: Protective Services Division/Home for Girls

HOUSEPARENT I

Item Number : N/A (Reference No. FOCARAGA-COS-HP1-000008)
Compensation : SG 4 (Php 14,993.00)
Place of Assignment : Home for Girls

PREFERRED QUALIFICATIONS:

Education : College Level
Experience : At least six (6) months relevant experience in handling children
Training : At least four (4) hours relevant training handling specific types of clients under care
Eligibility : None required (MC 11, s. 1996 – Cat. III)
Others : Basic knowledge of standard housekeeping practices

JOB DESCRIPTION:

Under immediate supervision and with detailed rules and procedures, performs the role of parents to the children under custody and does other related work.

Functions and Responsibilities:

1. Teach basic knowledge of housekeeping practices to the children and minors;
2. Perform the role of a parent to the children and minors by instilling discipline among them including proper hygiene;
3. Undertake home management and supervise housekeeping;
4. Take charge in the maintenance and cleanliness of the facility;
5. Ensure that plants are watered and maintained and teach children the proper way of garden maintenance;
6. Assist the other houseparents, nurse, and cook when necessary;
7. Assist in the maintenance of the gardening project and hall preparation during special activities;
8. Ensure the cleaning materials are safely kept after every use;
9. Prepare reportorial requirements and other necessary documents related to the job; and
10. Perform other related tasks as may be assigned by the supervisor.

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

- | | |
|---------------------------------|-----|
| ● Education (E) | 20% |
| ● Training (T) | 15% |
| ● Experience (E) | 25% |
| ● Initial Qualifying Test (IQT) | 5% |

- Special Exam (Technical) 20%
 - 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/>, with the complete scanned copies of the following documents below **on or before 21 October 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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 Administrative Officer V
 Human Resource Planning and Performance Management Section

