

Date: 25 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: REGIONAL REHABILITATION CENTER FOR YOUTH (RRCY)

SOCIAL WELFARE OFFICER II

Item Number : N/A (Reference No. FOCARAGA-COS-SOCWO2-000037)
Compensation : SG 15 (Php 35,097.00)
Place of : Regional Rehabilitation Center for Youth/ Patin-ay, Prosperidad,
Assignment : Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Experience : At least one (1) year relevant work in handling CICL (Case Management)
Training : At least four (4) hours relevant training in handling specific type of clients
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; admission, discharge, and conduct of case conferences; conducts advocacy activities in relation to RA 9344 as amended by RA 10630 as well as programs and services of RRCY; represent DSWD-RRCY in court hearings; and; does other related tasks that may be assigned from time to time.

Functions and Responsibilities:

1. Ensure monthly/quarterly/semestral/yearly submission of reports
2. Ensure updating of SCSRs every six months
3. Ensure attendance of handled residents during scheduled hearings
4. Ensure on time submission of required reports to courts
5. Conduct group and individual counseling to residents
6. Conducts admission/discharge/case conference
7. Conducts home visitation and family dialogue to client's family dialogue to client's family
8. Conducts close coordination//dialogue with PAO/Clerk of courts/judges

9. Conducts advocacy activities re: RA 9344 as amended by RA 10630 as well as programs and services of RRCY
10. Prepares minutes of meeting, project proposals and proceedings of activities conducted in the center
11. Prepare feedback reports of travels conducted
12. Prepare monthly and quarterly accomplishment reports
13. Perform other related tasks that maybe assigned by the immediate supervisor of the Regional Director

Job Outputs:

1. Social case study reports, admission reports, progress reports, manifestation reports, progress noted, and other documents required by courts regarding CICL cases
2. Minutes of MDT/Fiduciary meetings
3. Proceedings of activities conducted
4. Feedback Reports of travel conducted

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%
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 04 November 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/>.


GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section