

Date: 4 November 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: Crisis Intervention Section

Social Welfare Officer II

Item number : N/A
Compensation : SG 15 (Php 35,097.00)
Place of Assignment: CIS Satellite Office – Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Social Work
Experience : At least one (1) year relevant experience
Training : At least four (4) hours relevant training
Eligibility : R.A. 1080 (Registered Social Worker)

JOB DESCRIPTION:

Under general supervision and with some latitude for exercise of independent judgment, performs somewhat difficult task, responsible professional work pertaining to case management; prepare Social Case Study Case Report operates within framework of legislation and government policy, and; does other related tasks that maybe assigned from time to time.

Functions and Responsibilities:

1. Entertain clients needing various types of assistance (medical, burial, transportation, food assistance and others).
2. Provide counseling services to walk in/referred clients
3. Assist in the conduct of payouts.
4. Prepare Social Case Study Report for clients needing huge amount of assistance.
5. Refer clients to other agencies that provide various type of assistance.
6. Coordinate with LSWDO's for the conduct of preparatory activities prior to payout.
7. Assist in the preparation of liquidation reports.
8. Conduct initial assessment for clients prior to referral to other agencies.

Job Output:

- Clients provided assistance
- Prepared Social Case Study Report (SCSR)
- Assisted clients for referral to other agencies

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
Second 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 13 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