

Date: 08 December 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
Compensation : SG 4 (Php 14,993.00)
Place of Assignment : Home for Girls

PREFERRED QUALIFICATIONS:

Education : College Level
Experience : None required
Training : At least four (4) hours of relevant training/seminars in handling specific type of residents under care
Eligibility : None required (MC 11, s. 1996 – Cat. III)

JOB DESCRIPTION:

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

Functions and Responsibilities:

1. Ensure the cleanliness and maintenance of the Home for Girls premises;
2. Perform basic landscaping duties such as trimming the plants, weeding, and watering the plants;
3. Impart knowledge to residents on basic gardening;
4. Assist nurse, cook, and other house parents when necessary;
5. Maintain the upkeep of center materials and equipment;
6. Ensure that cleaning materials are safely kept every after use; and
7. 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 thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before 17 December 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 recruitment.focrg@dswd.gov.ph.


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