

Date: 09 January 2023

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/Regional Rehabilitation Center for Youth

HOUSEPARENT I

Item Number : N/A (Reference No. FOCARAGA-COS-HP1-000014)
Compensation : SG 4 (Php 15,586.00)
Place of Assignment : Regional Rehabilitation Center for Youth, Prosperidad, Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : College Level
Experience : At least one (1) year of relevant work experience
Training : At least forty (40) hours of relevant training
Eligibility : Career Service (Sub-professional)/First Level Eligibility

JOB DESCRIPTION:

Under immediate supervision, shall perform the role of houseparent to the children under custody and do other related work.

Functions and Responsibilities:

1. Explain the purpose, procedures, and rules and regulations of the center;
2. Direct the work, study, and recreational activities;
3. Supervise group living chores, meals, personal hygiene, care of clothing;
4. Coordinate with other professional staff regarding individual reports;
5. Observe behavior of the residents and report them to rehabilitation team meeting;
6. Direct and observe simple instructions in vocational works;
7. Report usual changes of behavior of the residents;
8. Prepare and submit monthly accomplishment reports;
9. Ensure safety and security of residents within the assigned rooms/cottages;
10. Mediate between residents who are in conflict and work out the resolution of the problem;
11. Attend meetings (Rehabilitation Team Meeting and Staff Meeting);
12. Escort residents outside activities for medical check-up;
13. Conduct school monitoring visits and tutorial activities to residents;
14. Conduct monthly inventory of supplies/stocks and inventory of personal belonging of residents;
15. Conduct marketing and livelihood activities;
16. Conduct orientation on house rules;
17. Prepare incident report; and
18. Perform other related tasks assigned by the supervisor.

Job Outputs:

1. Inventory of supplies/stocks
2. Inventory of personal belongings
3. Inventory reports
4. Daily logbook

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

- Education (E) 20%

- Training (T) 15%
 - 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 19 January 2023**.

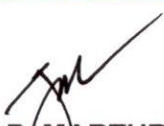
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
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

