

15 March 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: OFFICE OF THE REGIONAL DIRECTOR – SOCIAL TECHNOLOGY UNIT (WiSUPPORT)

Project Development Officer II

Item Number : N/a
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor’s degree in Psychology, Social Work or other related courses
Experience : At least one (1) year of relevant experience
Training : At least eight (8) hours of relevant training in the last one year on providing Mental Health and Psychosocial Support to Individual/ Family clients
Eligibility : None required but having CS eligibility/ license is an advantage
Others : Demonstrates ability to plan, organize, innovate and monitor WiSUPPORT project platforms in the provision of Mental Health and Psychosocial Support (MHPSS) to clients

Functions and Responsibilities:

1. Act as administrator of the available online platforms of the DSWD WiSUPPORT: Wireless MHPSS;
2. Provides Mental Health and Psychosocial Support using the different platforms;
3. Maintains active directory of SWADAs and other institutions as reference of providing further interventions for DSWD WiSUPPORT: Wireless MHPSS;
4. Documents milestones in the course of the project’s pilot testing;
5. Recommends pointers for improvement of the project;
6. Assist in the evaluation of the project outcome;
7. Prepare/ send out letters;
8. Prepare activity proposals for the procurement of materials/ equipment for the WiSUPPORT project;
9. Assist/ facilitate and document the conduct of workshops, trainings and other activities as necessary;
10. Participate in meetings, trainings and other similar activities;
11. Perform other related tasks as maybe assigned or required by the immediate supervisor.

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 22 March 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 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>.

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