

Date: 4 April 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**

#### Social Welfare Officer I

Item number : N/A  
Compensation : SG 11 (Php 27,000.00)  
Place of Assignment: Social Pension Program

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Social Work  
Experience : at least four (4) hours of relevant training  
Training : at least one (1) year relevant experience  
Eligibility : RA 1080-RSW

#### JOB DESCRIPTION:

Under general supervision and with some latitude for exercise of independent judgment, 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. Monitor, manage cases and provide proper assessment of neglected, abandoned and abused Social Pension beneficiaries in coordination with LGU.
2. Accessing and tapping of resources in coordination with LGU.
3. Provide counseling services to client and his/her family.
4. Conduct/attend to meeting with Senior Citizens Organization and Program Stakeholders relative to the targets, financial related issues and Social Pension policies.
5. Review, collect and submit application documents (intake sheet and other documents) to FO
6. Conduct validation and assessment of referred cases.
7. Perform another related task as assigned by the supervisor.

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

● Education (E)	25%
● Training (T)	10%
● Experience (E)	25%
● Initial Qualifying Test (IQT)	5%
● Special Exam (Technical)	20%
● Competency-Based Interview	10%
● IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**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 9 April 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