

Date: 22 June 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 **contractual** position with details as follows:

Office: PSD-Center-Based Section (RRCY)

Houseparent II

Item Number : N/A
Compensation : SG 6 (Php 17,553.00)
Place of Assignment : Regional Rehabilitation Center for Youth, Patin-ay,
Prosperidad, ADS

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : College Level
Experience : At least 2 years of related experience in handling children in conflict with the law (CICL)
Training : At least 120 hours training/seminar in handling specific type of clients under care.

Job Functions and Outputs:

1. Explains the purpose, procedures and rules and regulations of the center;
2. Directs the work, study and recreational activities;
3. Supervises group living chores, meals, personal hygiene, care of clothing's;
4. Coordinates with other professional staff regarding individual reports.
5. Supervise the home management activities of the residents
6. Observe behavior of the residents and report them to rehabilitation team meeting
7. Direct and observe simple instructions in vocational works
8. Report usual changes of behaviour of the residents
9. Prepare and submit monthly accomplishment reports
10. Ensure safety and security of residents within the assigned rooms/cottage
11. Mediate between residents who are in conflict and work out the resolution of the problems
12. Attend meetings (Rehabilitation Team Meeting and Staff Meeting)
13. Conduct school monitoring visits and tutorial activities to residents
14. Conduct monthly inventory of supplies/stocks and inventory of personal belongings of residents
15. Conduct orientation on house rules
16. Prepare incident report
- A. Perform the role of parent to children in conflict with the law;
 1. Instills discipline among the residents
 2. Undertakes home management
 3. Supervise housekeeping

- B. Updates daily logbook
1. Individual anecdotal reports
 2. Salient events during tour of duty
 3. Other pertinent matters that need recording for attention of the supervisors

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)	10%
• Competency-Based Interview	15%
• 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 03 July 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;
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.

*******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>.

fw: 

GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section