

Date: **05 JULY 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: Protective Services Division/Sectoral Unit****SOCIAL WELFARE OFFICER I**

Item number : N/A (Ref.: FOCARAGA-CONTRACTUAL-SOCWO1-000005)  
Compensation : SG 11 (Php 27,000.00)  
Place of Assignment: DSWD Field Office Caraga

**PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Social Work  
Training : At least eight (8) hours of relevant training  
Experience : At least two (2) years relevant work experience  
Eligibility : Registered Social Worker (RA 1080)

**JOB DESCRIPTION:**

Under the direct supervision of the Unit Head, the Social Welfare Officer I will be in-charge for the implementation of the programs and inter-agency collaboration on People Living with HIV (PLHIV) and insurgent returnees.

**Job Functions and Output:**

1. Implement and monitor project activities along PLHIV and insurgent returnees;
2. Assist, facilitate and document the conduct of workshops, trainings, advocacy sessions, meetings and other program activities as necessary;
3. Coordinate with the Local Government Units, Non-Government Organizations, People's Organizations, Regional Line Agencies and other local partners for partnership and collaboration;
4. Attend meetings/conferences/advocacy events and similar activities in relation to the implementation of programs/services along these sectors;
5. Monitor and provide technical support to local partners along the implementation of programs/services along these sectors as necessary;
6. Prepare and submit project proposals, documentations, reportorial requirements as required; and
7. Performs other related tasks as may be assigned 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%          |
| <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 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 JULY 15, 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