

Date: **15 AUGUST 2023****NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **twenty-eight (28)** vacant **Contractual** position with details as follows:

**Office: PANTAWID PAMILYANG PILIPINO PROGRAM****Social Welfare Assistant**

Item number : N/A  
Compensation : SG 8 (Php 19,744.00)  
Place of Assignment : Within Caraga Region

**PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):**

Education : Completion of two (2) years in college  
Experience : At least one (1) year of relevant experience  
Training : At least four (4) hours of relevant training  
Eligibility : None required but having an eligibility is an advantage  
Skills : Computer literate with knowledge in using Microsoft Office and database applications

**JOB DESCRIPTION:**

Under the immediate supervision of the SWO IV (Provincial Link), the Social Welfare Assistant performs the following tasks below:

**Functions and Responsibilities:**

1. Facilitate distribution and retrieval of compliance verification forms;
2. Prepare summary of CVS forms distributed and retrieved and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to C/ML for appropriate action;
3. Facilitate coordination with schools and health centers relative to CVS monitoring and retrieval;
4. Collate submitted updates forms in terms of complete attachment of documents/requirements;
5. Collate submitted GRS forms;
6. Assist the Municipal Link in her/his workload and management of cases e.g. referrals and coordination in the barangays;
7. Accomplish performance commitment and appraisal.

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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) 10%
  - Special Exam (Technical) 10%
  - 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 ETE**

**Second Shortlisting: Top Five Highest rating but overall rating should not 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 AUGUST 22, 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