



Date: 15 January 2024

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

Project Development Officer II - (Comprehensive Program for Children, Families and Indigenous People in Street Situations)

Item number : N/A
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment: FO Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Social Work
 Experience : at least one (1) year of work-related experience in planning, budget management, policy writing and/or research in development and government work
 Training : at least 4 hours of relevant training in planning, statistics and/or market research
 Eligibility : RA 1080 (Registered Social Worker)

JOB DESCRIPTION:

Under the direct supervision of the Protective Services Division Chief, leads the implementation of the Comprehensive Program for Children, Families and Indigenous People in Street Situations.

Functions and Responsibilities:

1. Execute policies and program standards;
2. Provide quality technical assistance to the Local Social Welfare and Development Office (LSWDO) of the Local Government Units (LGUs) and other stakeholders on the case management, reintegration and mainstreaming processes of the Families, Individuals and IPs in street situations to their communities;
3. Conducts aftercare monitoring to endorsed cases of the Oplan Pag-Abot for reintegration to the community in close coordination with the LSWDOs;
4. Propose, monitor and ensure utilization of funds for the Compre Program in coordination with the LGUs and other stakeholders;
5. Develop and provide inputs and comments on policies and programs related to the FiSS, CiSS and IPs;
6. Attend meetings and other official activities related to the handle programs;
7. Submit regular reports as required in the program implementation;
8. Prepare project proposals, work and financial plans relative to the program handled;
9. Respond to queries, requests and referrals from partner stakeholders;
10. Facilitate requests and referrals to appropriate agencies, including phone inquiries, emails and walk-ins;
11. Attend Division/Staff Meeting;
12. Attend training and program review relative to the program handled;
13. Act as a resource person in various capacity-building activities and advocacy campaigns related to the handled programs/sector; and
14. Perform other tasks/functions 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%
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 25 January 2024**.



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