



Date: 26 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 **permanent** position with details as follows:

**Office: Protective Services Division**

### SOCIAL WELFARE OFFICER II

Item Number : OSEC-DSWDB-SOCWO2-637-2004  
 Compensation : SG 15 (Php 36,619.00)  
 Place of Assignment : SWAD Satellite Offices except ADN

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Social Work  
 Training : At least eight (8) hours of relevant training  
 Experience : At least two (2) years of work-related experience in case management, provision of technical assistance, monitoring, initiating advocacy activities and supervision  
 Eligibility : RA 1080 (Social Worker)  
 Skill : Proficient in the use of MS Office especially MS Excel; proficient in technical writing and case study reports

### JOB DESCRIPTION:

Under general supervision and with some latitude for the exercise of independent judgement; performs somewhat difficult tasks; responsible professional work pertaining to case management; supervises staff, plans and facilitates offsite payout related activities; exhibits broad knowledge on case management; and does other related task that may be assigned from time to time.

### Functions and Responsibilities:

1. Act as a Community-based Social Worker in the assigned province;
2. Submit Caseload Inventory of all Clients Served;
3. Case manager of court-related cases;
4. Facilitate compliance with all reportorial requirements (CICL, Comm-based/ Crisis Intervention Section Reports);
5. Prepare and submit disaster reports;
6. Perform other related early recovery disaster-related activities;
7. Serve as SWAD Team Leader in the province;
8. Represent the Field Office as required;
9. Serve as CIS Supervisor in the CIS Satellite Offices;
10. Provide technical assistance to the LGUs;
11. Perform other related tasks.

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 05 February 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;
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>.



**GENELYN P. MARTURILLAS**  
 Administrative Officer V  
 Human Resource Planning and Performance Management Section