



Date: 13 March 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 ASSISTANT

Item Number : OSEC-DSWDB-SOCWAS-401-2004
 Compensation : SG 8 (Php 19,744.00)
 Place of Assignment : Field Office – Community-Based Services Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Social Work, Sociology, Community Development or Psychology
 Training : At least eight (8) hours of relevant training
 Experience : At least one (1) year of work-related experience
 Skills : Proficient in the use of MS Office; proficient in technical writing; advanced knowledge in planning

JOB DESCRIPTION:

Under the general supervision of the Protective Services Division Chief, the role of the Social Welfare Assistant is to assist, facilitate and document the conduct of workshops, trainings, advocacy sessions, meetings, technical assistance and other program activities in relation to ECCD and Mental Health, as necessary.

Functions and Responsibilities:

1. Conduct trainings, refresher courses, orientations and other capacity building activities on Early Childhood Care and Development to LGU ECCD Focal Persons and Child Development Workers;
2. Provide Technical Assistance and Resource Augmentation to ECCD and Metal Health related concerns;
3. Facilitate at least one (1) Mental Health Activity for Protective Services Division staff every Quarter;
4. Prepare and submit ECCD Quarterly Reports;
5. Prepare and submit Mental Health Quarterly Reports;
6. Facilitate the Regional Federation of Child Development Workers (RFCDW) Quarterly meetings;
7. Attend trainings related to ECCD and Mental Health;
8. Prepare and submit Feedback Report in every activity conducted related to ECCD, Mental Health and PSD;
9. Prepare proposals for the activities identified by the PSD Chief;
10. Perform other related tasks that may be assigned by the Division Chief.

Applicants should be guided by the following **Criteria for Evaluation:**

- Education (E) 25%
- Training (T) 10%
- Experience (E) 25%



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| • 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 23 March 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 Certification, Authentication & Verification (CAV)/ 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