

Date: **06 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 Contract of Service** position with details as follows:

Office: OFFICE OF THE REGIONAL DIRECTOR – SOCIAL TECHNOLOGY UNIT

SOCIAL WELFARE OFFICER II

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

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Training : Eight (8) hours of relevant training
Experience : One (1) year of relevant experience
Eligibility : RA 1080 Social Work

Job Functions and Output:

Under immediate supervision of SWO III/ II, the Social Welfare Officer II shall perform key roles in the conduct of the implementation of the Oplan Pag-Abot project to the Individuals and Families in Street Situations. Preparation of the implementation reports and perform other related work, provision of appropriate technical assistance to the members of the ACT/ MCTs in setting-up systems and processes for fiduciary control.

Job Outputs:

1. Implementation Reports
2. Feedback Reports
3. Social Case Study Report with progress notes
4. Work Plans, Accomplishment and Performance Reports, Updates and other Related Documents
5. Monthly/ Quarterly/ Semestral Accomplishment and Plans

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%
- 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 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 March 11, 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 & Performance Management Section - Head