

Date: **21 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: PROTECTIVE SERVICES DIVISION

SOCIAL WELFARE OFFICER IV (REPOSTED)

Item number : N/A
Compensation : SG 22 (Php 71,511.00)
Place of Assignment: DSWD FO Caraga - PSD

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Training : At least twenty-four (24) hours of relevant training
Experience : At least three (3) years of relevant experience
Eligibility : RA 1080 (Licensed Social Worker)
Others : Proficient in the use of MS Office, knowledge on information system and helpful software

Job Summary:

Under the direct supervision of the Protective Services Division Chief, performs M&E tasks, research-related undertakings, leads in the implementation of Yakap Bayan Program, monitoring of SWD Laws, supports the operation of regional sectoral committees chaired by DSWD FO Caraga and lodged under PSD and acts as secretariat for GBV-CP Coordination Working Group

Primary Task:

1. PSD – Yakap Bayan Program

- 1.1. Acts as Focal Person / Head of YBP;
- 1.2. Oversees the implementation of YBP activities by the field office and monitors the implementation of reintegration services of LGUs relative to Recovering Persons who Used Drugs (RPWUDs);
- 1.3. Exercises supervisory function to YBP Social Worker / Alternate Focal in the implementation of related activities;
- 1.4. Coordinates with Social Technology Section / Focal on the implementation of the Yakap Bayan and other related concerns;
- 1.5. Provides TA to LGU in relation to YBP implementation

2. Division Monitoring and Evaluation Officer

- 2.1. Serves as Monitoring and Evaluation Officer of the Protective Services Division;

- 2.2. Assists the PSD Chief in the planning, coordinating, and monitoring data along vulnerable sectors;
 - 2.3. Initiates M&E system integrating all the sectors served under the Division;
 - 2.4. Assists in monitoring Division performance relative to OPC;
 - 2.5. Reviews, analyzes, and provides comments / inputs on the draft guidelines / laws, accomplishment reports, executive summary, minutes of meeting, training documentation, assessment reports, communication, feedback reports, project proposals, and the like
- 3. Division Research Focal**
- 3.1. Serves as Research Focal of the Protective Services Division;
 - 3.2. Acts as alternate of the PSD Chief on Research activities;
 - 3.3. Reviews and provides inputs / comments on proposed research proposals with PSD concerns;
 - 3.4. Conducts Annual Research Undertaking, as need arises;
 - 3.5. Attend scheduled RRE-TWWG meeting/s
- 4. IDP Protection Cluster / GBV-CP Concerns**
- 4.1. Acts as secretariat to IDP Protective / GBV-CP Concerns;
 - 4.2. Recommends activities and policies relative to the improvement of IDP Protection Cluster;
 - 4.3. Conducts or assists in the implementation of GBV-CP related activities;
 - 4.4. Coordinates with internal and external partners and stakeholders concerns or GBV-CP;
 - 4.5. Submits accomplishment reports relative to GBV-CP coordination team's activity;
 - 4.6. Act as focal person of PSD disaster-related matter
- 5. Social Welfare and Development (SWD) Laws Monitoring**
- 5.1. Coordinates LGUs and ensures their maximum engagement to SWD Laws monitoring;
 - 5.2. Proposed and conduct relevant activities that would increase percentage of LGU compliance to SWD Laws Monitoring;
 - 5.3. Ensure submission of consolidated LGU reports on SWD Laws Monitoring;
 - 5.4. Provide TA to LGUs based on identified laws
- 6. Others**
- 6.1. Provides technical advisory to the Division Chief and Regional Director on matters pertaining to Yakap Bayan and other related programs;
 - 6.2. Establishes good linkage and coordination with the counterpart bureau at the Central Office, inter-agency members, and other stakeholders for easy flow of communication;
 - 6.3. Conducts performance evaluation of the staff under the Program;
 - 6.4. Performs other related tasks as maybe assigned by the supervisor

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

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|---------------------------------|-----|
| • 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 31, 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