



Date: 19 June 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 II

Item number : N/A
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment: RRCY- Agusan del Sur

PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Social Work
 Experience : at least 2 years relevant experience in handling children in conflict with the law (Case Management)
 Training : at least 180 hours of formal training in handling specific type of clients
 Eligibility : RA 1080 (Registered Social Worker)

JOB DESCRIPTION:

Under immediate supervision of Social Welfare Officer IV and performs functions in the Regional Rehabilitation Center for Youth in handling residents.

Functions and Responsibilities:

1. Provides social work services to Children in Conflict with the law and their families;
2. Obtains and prepares social case histories.
3. Coordinates and work closely with the members of rehabilitation team;
4. Assist the supervising social work in planning program of activities;
5. Maintains close coordination with the court and the local social welfare and development offices and other allied agencies;
6. Prepares narrative and statistical reports, prepares and maintains records of activities and does other related work.
7. Obtains and prepares initial and updated social case study report, closing report and other report.
8. Coordinates and work closely with the members of the rehabilitation team.
9. Escorts clients during court hearings and testify in court.
10. Submit progress report to courts.
11. Conduct case conferences, group sessions and counseling.
12. Prepare minutes of rehabilitation team meetings, proceedings and project proposals of activities to be conducted at the center, progress report and the likes.
13. Prepares and submit incident reports.
14. Prepare communication and referral letters.

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 29 June 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

