

Date: 10 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: POLICY AND PLANS DIVISION / TECHNICAL ADVISOR/ASSISTANCE AND OTHER RELATED SUPPORT SERVICES (TAAORSS)

SOCIAL WELFARE OFFICER II

Item Number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment : Field Office – Policy and Plans Division

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work
Training : At least sixteen (16) hours of training related to social work and community development in local planning, monitoring and project development.
Experience : At least two (2) years of relevant work experience in any of the following areas: Social Welfare and Development, Program and Project Management and Coordination Work
Eligibility : Registered Social Worker
Skills : Proficient in the use of MS Office, MS Excel; proficient in technical writing; with good collaborating and networking skills.

JOB DESCRIPTION:

Job Functions and Output:

Under limited supervision the TAAORSS Focal Person, the Social Welfare Officer II is tasked to assist in the overall coordination of the program and project management from assessment, planning, monitoring, implementation of Technical Assistance strategies and services with and for external stakeholders primarily the LGUs specific with Local Social Welfare and Development Office.

Primary Task:

1. Assist in the conduct of assessment of LGU capacity through LSWDOs using existing assessment and analysis tools with other members of the Regional Technical Assistance and Monitoring Team (RTAMT).
2. Assist in the formulation of Technical Assistance (TA) Plan in coordination and consultation with other FO Offices/Divisions/Sections/Units including external partners.
3. Monitor the implementation of the TA Plan and the achievement of objectives and targets with assigned LGUs.
4. Collaborate with assigned ODSU at the FO to strengthen institutional arrangements for the DSWD Tara Program processes and systems.

5. Coordinate with assigned partners and stakeholders on matters pertaining to the DSWD Tara Program to ensure that the LGUs/LSWDOs are assisted in the improvement of SWD delivery of programs and services.
6. Prepare relevant reports as required by the Regional Office, Central Office and other recognized partners and stakeholders.
7. Attend regular conference, consultation and monitoring meetings and relevant training to support the TAAORSS Program operation as required by the immediate supervisor and/or the Regional Director.
8. Provide feedback to the supervisor pertinent to the program operation and may recommend systems, processes and guidelines that will improve the program operation.
9. Perform other tasks as may be required by the Regional Director and/or head of the assigned office of the RD.

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 June 20, 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