



Date: 16 July 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 **contractual** position with details as follows:

Office: Protective Services Division

NURSE II

Compensation : SG 16 (Php 39,672.00)
Place of Assignment : Home for Girls

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor of Science in Nursing
Training : At least 180 hours of formal training in handling specific type of residents
Experience : At least 1-year relevant experience in handling specific type of residents under care or Accredited as Service provider in his/her field of practice
Eligibility : RA 1080 (Nurse)
Skills : Computer literate

JOB DESCRIPTION:

Under general supervision and with some latitude for exercise of independent judgement, serves as Head of the Health and Medical Services of Home for Girls.

Functions and Responsibilities:

1. Execute doctor's order;
2. Prepares and administers medicines and performs treatment to children;
3. Carries out specific medical programs like immunizations, dengue monitoring and vitamins intake;
4. Makes major and minor decisions in the absence of the doctor;
5. Supervises interns (when applicable);
6. Sees to it that the children in the infirmary are properly taken cared of;
7. Prepares periodic accomplishment report including quarterly inventory of medical supplies and takes charge of the pharmacy;
8. Attends staff meeting and case conferences;
9. Updates and keeps all medical records related to children's medical conditions and programs;
10. Recommends measures to improve medical service in coordination with other health providers;
11. Supervises the operation and maintenance of isolation facility and ambulance;
12. Performs other related tasks as maybe assigned by the immediate supervisor.

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

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|---------------------------------|-----|
| ● Education (E) | 20% |
| ● Training (T) | 15% |
| ● 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 26 July 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