

Date: 11 JULY 2024

## NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **two (2)** vacant **Contract of Service** positions with details as follows:

**Office: PROTECTIVE SERVICES DIVISION**

### SOCIAL WELFARE OFFICER I

Item number : N/A  
Compensation : SG 11 (Php 27,000.00)  
Place of Assignment: DSWD Field Office Caraga – Crisis Intervention Section

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work  
Training : Not required  
Experience : Not required  
Eligibility : RA 1080 (Registered Social Worker)

### Job Summary:

Under general supervision and with some latitude for exercise of independent judgment, responsible professional work pertaining to case management; prepare Social Case Study Reports; operates within framework of legislation and government policy; and does other related tasks that may be assigned from time to time.

### Functions and Responsibilities:

1. Facilitate clients and provide assistance based on their presented problem;
2. Help disadvantaged and vulnerable people improve their health and well-being;
3. Prepare Social Case Study Reports;
4. Conduct home visitation to clients if needed;
5. Coordinate with agency and/or service providers in line with client's needs;
6. Tap resources that will help and benefit the clients in resolving their crisis situation;
7. Conducts AICS validations and payouts; and
8. Perform other related tasks as may be assigned by the immediate supervisor.

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

- Education (E) 20%
- Training (T) 15%
- 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% the maximum total score and only those who obtained an average percentile on IQT**

**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 July 21, 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