



Date: 19 August 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

SOCIAL WELFARE OFFICER I

Item Number : N/A
 Compensation : SG 11 (Php 28,512.00)
 Place of Assignment : Field Office Caraga – Sectoral Unit

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Social Work
 Training : At least 8 hours of relevant training in social welfare laws and policies, case management, problem-solving, organizational skills, and gender and cultural sensitivity
 Experience : At least 2 years of work-related experience in social welfare and social services, counseling, program implementation, monitoring and evaluation, and policy advocacy
 Eligibility : RA 1080 (Social Worker)
 Skills : Proficient in the use of MS Office, proficient in technical writing, documentation and facilitation. Advanced in networking, linkage, and delivering excellent results

JOB DESCRIPTION:

Under the direct supervision of Sectoral Head, the Social Welfare Officer I will be in-charged for the implementation of the programs and inter-agency collaboration on People Living with HIV (PLHIV) and insurgent returnees. Responsible in promoting and advocating the rights and welfare of the said sectors thru the provision of services and conducting activities for the empowerment and improvement of their well-being.

Functions and Responsibilities:

1. Implement and monitor project and activities along PLHIV and insurgent returnees;
2. Assist in the implementation of the programs for Persons Living with HIV, Yakap Bayan Program, SWD Monitoring Laws and other sectors, as assigned by the supervisor;
3. Assist, facilitate and document the conduct of workshops, trainings, advocacy sessions, meetings and other program activities as necessary;
4. Coordinate with the Local Government Units, Non-Government Organizations, People's Organization, Regional Line Agencies and other local partners for partnership and collaboration;
5. Prepare and submit project proposals, documentation reports, reportorial requirements as required;
6. Attend meetings/ trainings/ conferences/ advocacy events and similar activities in relation to the implementation of programs and services along the sectors;
7. Monitor and provide technical support to local partners along the implementation of programs/ services of the sectors as necessary;
8. Prepare and submit Project Proposals, documentations, monthly and quarterly reports, and other reportorial requirements as required;

9. Performs other related tasks as may be assigned by the supervisor.

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 August 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 VI / HRPPMS Head