



Date: 12 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 **Contract of Service** position 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: Regional Rehabilitation Center for Youth (RRCY)

PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Social Work
 Experience : At least one (1) years relevant experience in Case Management
 Training : At least four (4) hours of relevant training in handling cases/managing cases/
 specific types of clients
 Eligibility : RA 1080-RSW

JOB DESCRIPTION:

Under immediate supervision 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 prepare social case histories.
3. Coordinates and work closely with the members of the rehabilitation team;
4. Assists the supervising social worker 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. Escort clients during court hearings and testify in court.
9. Submits progress reports to court.
10. Conduct case conferences, group sessions and counseling.
11. Prepare minutes of rehabilitation team meetings, proceedings and project proposals of activities to be conducted at the center, progress reports and the likes.
12. Prepares and submit incident reports.
13. Prepares communication and referral letters.
14. Prepares and follow-up after care plans.
15. Prepares success stories of discharged clients.

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 15 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 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

