



Date: 31 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 **permanent** position with details as follows:

Office: Protective Services Division

SOCIAL WELFARE OFFICER II

Item Number : OSEC-DSWDB-SOCWO2-639-2004
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment : Field Office Caraga - PSD

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Social Work
 Training : At least 8 hours of relevant training
 Experience : At least 2 years of work-related experience in case management networking with LGUs and partners; provision of technical assistance monitoring, initiating advocacy activities
 Eligibility : RA 1080 (Social Worker)
 Skills : Preparation of project proposals, and other documentation reports; Proficient in the use of MS Office especially MS Excel; proficient in technical writing and case study reports

JOB DESCRIPTION:

Under general supervision of the PSD Chief or the designated supervisor, the SWO II should possess some latitude for the exercise independent judgement; performs case management particularly court related cases, child custody, human trafficking and similar cases; performs somewhat difficult tasks; exhibits broad knowledge on case management, has wide network with partners and stakeholders; and performs as other related task that may be assigned including the designations provided by the PSD Chief.

Functions and Responsibilities:

1. Implement social welfare programs and services based on established guidelines and policies;
2. Provide direct social services, including counseling, case management, and referral to appropriate agencies;
3. Conduct detailed assessments of clients' social, economic, and psychological needs;
4. Develop individualized intervention plans based on assessment findings;
5. Manage a caseload of clients, providing ongoing support and follow-up services;
6. Conduct home visits and field works to assess and address clients' needs;
7. Facilitate multi-disciplinary case conferences and team meetings;
8. Establish and maintain partnerships with local government units, NGOs, and other service providers;
9. Maintain and update client records and case files accurately and confidentially;
10. Prepare and submit detailed reports on program outcomes, challenges, and recommendations;
11. Develops innovations/initiatives for the improvement of the programs or services being assigned;
12. Perform other related task as maybe assigned by the Supervisor.

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

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|---|-------------|
| • 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 11 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 V
 Human Resource Planning and Performance Management Section