



Date: 17 October 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 II

Item Number : FOCARAGA-CONTRACTUAL-SOCWO2-000002
 Compensation : SG 15 (Php 38,413.00)
 Place of Assignment : Home for Girls (HFG)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor of Science in Social Work
 Training : At least eight (8) hours of training in gender responsive case management and counseling
 Experience : At least two (2) years supervisory experience in case management and center management
 Eligibility : RA 1080 (RSW)

JOB DESCRIPTION:

Under the immediate supervision of the Center Head, the Social Welfare Officer II will act as the alternate center head and exercise delegated functions of the position.

Functions and Responsibilities:

1. Acts as alternate of the center head and exercise delegated responsibilities in center management;
2. Supervises social workers in the implementation of social work service and assigns caseload to ensure equitable and proper distribution of work among staff;
3. Manages limited cases in the center;
4. Implements case management in coordination with other members of multi-disciplinary team (MDT);
5. Takes the lead in the conduct of case conferences, case sharing and multi-disciplinary team meetings;
6. Reviews and provides input in social case study reports and court related documents;
7. Facilitates conduct of assessment and investigation on reported violation of child protection in the center and facilitate timely submission of report to the center head;
8. Recommends technical inputs to the center head on case management and behavior management of children in residential care;
9. Maintains close coordination with the courts, the local social welfare and development offices and other agencies;

10. Conducts regular supervisory meetings, case sharing and knowledge sharing session for the effective program interpretation and implementation;
11. Consolidates accomplishment reports of the different sections/services;
12. Conducts orientation, on-the-job training and supervises field placement of social work interns;
13. Perform other tasks as delegated 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 27 October 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>.

for: 
GENELYN P. MARTURILLAS
Administrative Officer VI / HRPMS Head