

Date: 11 OCTOBER 2024

## NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **three (3)** vacant **Contract of Service** position with details as follows:

**Office: PROTECTIVE SERVICES DIVISION**

### SOCIAL WELFARE OFFICER II

Designation : **N/A**  
Item number : **N/A**  
Compensation : **SG 15 (Php 36,619.00)**  
Place of Assignment: **Field Office Caraga – Crisis Intervention Section**

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work  
Training : At least four (4) hours of relevant training  
Experience : None required  
Eligibility : R.A. 1080 (Registered Social Worker)

### Job Functions and Output:

Under the immediate supervision of the Division Chief of the CID and/or Section Heads, he/she will assume the role of "Social Worker", which entails implementation of policies, regulations, work plans, conduct interviews, home visits, jail visits, case counseling, intake review, social case study reports, assess and recommend qualified clients for financial assistance, coordinate/networks and maintain good relationships with NGA's, LGU's, NGO's and private individuals.

### Functions and Responsibilities:

- a. Implement policies, regulations, and work plans established by the agency and render direct service in accordance with the function and objective of the agency within the area of assignment;
- b. Conducts interviews, home visits, jail visits, case counseling, and vase management conferences;
- c. Conducts intake review and accomplished forms that will determine client's eligibility for service / assistance;
- d. Accomplishes social case study reports of clients;
- e. Assesses and recommends qualified clients for financial assistance;
- f. Prepares / Submits project proposals, case studies, and other reports;
- g. Refers neglected, abandoned, abused, and exploited clients to center and residential care institutions;
- h. Coordinates / Networks and maintains good working relationships with NGA's, LGU's, NGO's, GO, and private individuals;
- i. Participates in the offsite payouts, when needed; and
- j. Perform other related tasks assigned by the immediate 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%
- Interview 10%
- IPCR or any related Performance Assessment Review 5%
- Total 100%**

**Initial Shortlisting: Obtain 75% of the maximum total score and only those who obtained a high 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 October 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