



Date: 07 January 2025

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

Administrative Officer IV (Psychometrician)

Item number : N/A
 Compensation : SG 15 (Php 36, 619.00)
 Place of Assignment: RRCY- Patin-ay, ADS

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Psychology
 Experience : at least one (1) year of work-related experience in clinical setting and/or in guidance and counselling
 Training : at least 4 hours relevant training
 Eligibility : RA 1080 (Registered Psychometrician)

JOB DESCRIPTION:

Under immediate supervision performs functions related to the mental wellness of staff and residents in the Regional Rehabilitation Center for Youth and does other related works.

Functions and Responsibilities:

1. Handles cases referred in the center;
2. Administer oral and written tests to determine the degree of intelligence, interest and attitudes of the children in the center;
3. Discusses the results of the tests and recommends action to be taken with the rehabilitation team;
4. Safekeep psychological assessment tools and protocols.
5. Safekeep psychological records and reports on center residents.
6. Conducts individual and group sessions with the clients in coordination with the social worker;
7. Refers clients for further psychiatric or psychological treatment for those who manifest behavioral problems;
8. Attend case conferences, rehabilitation team meetings and recommend areas for implementation based on expertise;
9. Submit initial psychological reports for newly admitted clients and updated report for old clients,
10. Submit periodic report on psychological services and behavioral progress of the clients in relation to their intervention plan;
11. Prepare proceedings on the sessions provided to the clients and activities conducted in the center;
12. Facilitate conduct of socio-cultural activities such as Mental Health Celebrations.
13. Perform other related tasks as 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 17 January 2025**.

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