

Date: **13 JANUARY 2025**

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **five (5)** vacant **Contract of Service** position with details as follows:

Office: PROTECTIVE SERVICES DIVISION/ HOME FOR GIRLS

HOUSEPARENT I

Compensation : SG 4 (Php 15,586.00)
Place of Assignment: Home for Girls - Butuan City

PREFERRED QUALIFICATIONS:

Education : College Level
Training : Eight (8) hours of related training on understanding children's development and behaviour
Experience : At least six (6) months experience in providing care to older children is an advantage and related training on First Aid
Skills : Computer literate, cooking and housekeeping; physical agility in performing manual labor; able to develop and maintain effective working relationship with co-workers; Valid Driver's License is a plus
Eligibility : None required but having eligibility is advantage

HOUSEPARENT I (1)

Designation: Nurse Aide

General Function:

Performs the role of a parent and provide guidance to children under custody in accordance with the developed helping plan.

Primary Task:

1. Carries out Doctor's order.
2. Escort the client while admitted in the hospital.
3. Escort client during medical appointments.
4. Assist the nurse during the conduct of Medical assessment to client.
5. Prepare and give medications to client, and administer first aid.
6. Assist the nurse during the immunization and other health related activities.
7. Assist the nurse in ensuring that the clients receive proper health care in the facility.
8. Assist the nurse in preparing periodic accomplishment reports, including the quarterly inventory of medical supplies and equipment.
9. Assist the nurse in the supervision of the operations and maintenance of isolation facility and ambulance.
10. Assist in overseeing the activities of clients.

11. Perform other related task as may be assigned by the immediate supervisor.

HOUSEPARENT I (2)

Designation: Utility

General Function:

Maintain high standards of cleanliness in all work areas and perform routine maintenance on equipment and facilities.

Primary Task:

1. Follow safety protocols to ensure a safe working environment.
2. Clean work areas, restrooms, drainage, roof and gutter and other common spaces.
3. Segregate and dispose of waste properly.
4. Initiate minor repairs in HFG.
5. Cleans washes and polishes equipment.
6. Maintain records of work performed and prepare reports related to maintenance tasks.
7. Must be available to work scheduled hours depending on the needs of the center including Saturdays and Sundays.
8. Follow written and verbal instructions from supervisors regarding daily tasks and priorities.
9. Perform other delegated tasks as necessary.

HOUSEPARENT I (2)

General Function:

Performs the role of a parent and provide guidance to children under custody in accordance with the developed helping plan.

Primary Task:

1. Provision of physical care by teaching residents of proper hygiene, physical exercise, rest and proper nutrition.
2. Provide social, emotional and mental and spiritual guidance by:
 - i. Involving residents to develop mentally appropriate activities and accommodate diverse styles in performing household activities such as cleaning, cooking, gardening and laundry.
 - ii. Encouraging creativity of residents in planning, making decisions and implementing activities that stimulate unity;
 - iii. Creating opportunities for participating skills such as craft making and sports;
3. Provide suitable learning experience by helping residents develop their innate talents and abilities.
4. Set goals, prioritize tasks and share responsibilities (like house tasks).
5. Prepare regular reports on time and provide feedback to members of multi-disciplinary team. Reports include:
 - i. Daily logbook of activities
 - ii. Anecdotal reports
 - iii. Inventory of belongings
 - iv. Accomplishment Report

- v. Other pertinent activities that need recording.

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

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• 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 ETE

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 January 18, 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 & Performance Management Section - Head