



Date: **3 JANUARY 2024**

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **fifteen (15)** vacant **Contract of Service** position with details as follows:

Office: INNOVATIONS DIVISION

SOCIAL WELFARE ASSISTANT

Item number : N/A
 Compensation : SG 8 (Php 21,499.24)
 Place of Assignment: Tara, Basa! Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Completion of two (2) year studies in college
 Experience: None required
 Training : None required
 Eligibility : None required but having an eligibility is an advantage

Job Description:

Under the immediate supervision of the SWO III/II, the Social Welfare Assistant shall assist in the implementation of the program by providing administrative and logistical support to technical staff.

Functions and responsibilities:

1. Assist in coordination with external stakeholders and partners
2. Ensuring proper coordination of beneficiaries for the implementation of the program
3. Assist in the documentation and profiling of beneficiaries
4. Assist in the conduct of community assemblies
5. Assist technical staff during pre-deployment activities
6. Serve as facilitator between beneficiaries and technical staff
7. Collection and encoding of attendance sheets
8. Assist in the collation and validation of attendance sheets
9. Encode payroll of beneficiaries
10. Assist during pay-out activities
11. Assist in the liquidation process; and
12. Performs other related tasks as may be assigned by the higher authorities from time to time

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 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 JANUARY 6, 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