

Date: 07 January 2025

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga one (1) vacant **Contract of Service** position with details as follows:

Office: Protective Services Division**Social Welfare Assistant**

Item number : N/A
 Compensation : SG 8 (Php 19,744.00)
 Place of Assignment: Home for Girls – Butuan City

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Psychology
 Experience : at least one (1) year experience. Exposure to psychological testing and conducting Group dynamics activities is an advantage.
 Training : at least 8 hours of relevant training
 Eligibility : with or without eligibility

JOB DESCRIPTION:

The Social Welfare Assistant will perform/assist the Center Psychometrician in some roles in the delivery of Psychological Services to the residents and in providing Learning and Development Interventions to the staff. She will perform support administrative functions for other services as deemed necessary.

Functions and Responsibilities:**A. In the Delivery of psychological Services**

1. Prepare necessary materials needed for assessment
2. May involved in the administration and scoring of test materials with the supervision of the Psychometrician.
3. May provide assistance in conducting Psychological First Aide sessions to residents and staff.
4. May conduct group sessions and psychoeducation sessions to residents.

B. Provision of Learning and Development Interventions

1. Provide assistance to DTO in conducting TNA.
2. Act as Secretariat during LDI activities.
3. May act as Facilitator during LDI activities in the absence of the DTO/Psychometrician or as deemed necessary.
4. In-charge of the preparation and submission of documentation reports of LDI activities.

C. Administrative Support Functions

1. Provide administrative support to the Psychological Services and other services needing assistance.
2. Maintain and update databases related to Psychological Services and ensure its confidentiality.

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

● Education (E)	25%
● Training (T)	10%
● Experience (E)	25%
● Initial Qualifying Test (IQT)	5%
● Special Exam (Technical)	20%
● 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 12 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