



10 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 **contractual** position with details as follows:

Office: Protective Services Division

SOCIAL WELFARE OFFICER I

Compensation : SG 11 (Php 28,512.00)
Place of Assignment : Field Office Caraga – Protective Services Division

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Social Work
Training : At least 4 hours of relevant training
Experience : At least 1 year of work-related experience in case management, provision of technical assistance, monitoring, initiating advocacy activities and supervision
Eligibility : RA 1080 (RSW)
Skills : Proficient in the use of MS Office especially MS Excel; proficient in Technical writing and case study reports

JOB DESCRIPTION:

Under general supervision of the Protective Services Division Chief, the SWO I will perform tasks with some latitude on the exercise of independent judgment; responsible in the work pertaining to case management thus should exhibit broad knowledge on case management, will also handle community-based services; and does other related task that may be assigned from time to time.

Functions and Responsibilities:

1. Act as Social Worker under Community-Based Services Section in the Division;
2. Submit Caseload Inventory of all Clients Served;
3. Case managed court-related cases through submission of SCSRs, and other CM documents;
4. Facilitate compliance with all reportorial requirements (Comm-based reports);
5. Handles vulnerable sectors based on assignment;
6. Prepares concept papers, project proposal and the like;
7. Provide technical assistance to the LGUs and as Resource Persons;
8. Perform other related tasks as assigned by the Supervisor or the Division Chief.

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 20 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 Certification, Authentication & Verification (CAV) or Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license;
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.

*******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 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 VI/ HRPMS Head