



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 **two (2)** vacant **Contract of Service** position with details as follows:

**Office: INNOVATIONS DIVISION**

#### SOCIAL WELFARE OFFICER II

Item number : N/A  
 Compensation : SG 15 (Php 36,619.00)  
 Place of Assignment: Tara, Basa! Regional Program Management Office

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Social Work  
 Experience: None required  
 Training : None required  
 Eligibility : RA 1080 (Registered Social Worker)

#### Job Description:

Under the supervision of the Innovations Division Chief, the Social Welfare Officer II shall perform key functions in the preparation of implementation reports based on the approved WFP and implementation guidelines. The staff shall prepare the documentation, monitoring and evaluation reports and facilitate coordination with TWG members

#### Functions and responsibilities:

1. Implement and monitor the Tara, Basa! Tutoring Program activities based on the approved WFP;
2. Assist in the monitoring and evaluation of the project;
3. Assist in coordination with the State/Local Colleges and Universities (SLUCs), DepEd School District Offices (SDOs), and LGUs on the implementation of Tara, Basa! Tutoring Program;
4. Assist in the conduct of evaluation conferences on project implementation;
5. Attend meetings/ conferences and similar activities in relation to project implementation;
6. Prepare and submit the proposals, technical reports and other documentations;
7. Provides assistance on capability building activities;
8. Assist, facilitate and document the conduct of workshops, training and other activities as necessary;
9. Assist in maintaining the database of the Tara, Basa! Tutoring Program beneficiaries;
10. Provide support in monitoring and providing technical assistance to SLUCs and SDOs in the implementation of the Tara, Basa! Tutoring Program;
11. Assist in facilitating the conduct of case conferences; and
12. Perform other project related tasks that would contribute to the effective and efficient implementation of the project.

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%          |
| <b>Total</b>  | <b>100%</b> |

**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 7, 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