

13 March 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 **permanent** position with details as follows:

**Office: Office of the Regional Director**

### **ADMINISTRATIVE OFFICER II (AO I) (Extended Deadline)**

Item Number : OSEC-DSWDB-ADOF2-170-2004  
Designation : Section Head  
Compensation : SG 11 (Php 30,024.00)  
Place of Assignment : Field Office Caraga – Social Marketing Section

### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED):**

Education : Bachelor's degree in Communication (Mass Communication, Development Communication, Journalism), AB English, AB Literature, and other related Courses  
Training : At least 4 hours of relevant training in planning, communications, social marketing and/or multimedia production  
Experience : At least 1 year of work-related experience in planning, journalism/writing, development communication, IEC production, and social media management  
Eligibility : Career Service (Professional) Second Level Eligibility  
Skills : Good written, verbal communication skills. Above average skills in photography, desktop publishing, video production. Knowledge on the following applications: Adobe Photoshop, Adobe Illustration, Adobe InDesign, Adobe Premiere, Lightroom, Filmora, and Canva

### **JOB DESCRIPTION:**

Undertakes advocacy, social marketing, publicity and networking activities which embody the vision, mission, and goal of the Department to promote social change and to nurture relationships of DSWD with its publics and stakeholders. Formulates and implements the DSWD's communication and advocacy plans and policies; Designs and implements feedback mechanism to enable the Field Office to effectively communicate its key messages to the public; Develops, produces and disseminates information, education, and communication (IEC) materials to communicate the DSWD's key messages to the public; Provides technical assistance to DSWD units in their media relations, advocacy, social marketing, and networking activities; Creates and manages the image/persona of the agency making it for all the stakeholders.

### **Job Outputs:**

1. Performs KRA for the Social Marketing Section
2. Manages (provides technical assistance) and rates program/division information officer (IPCR)
3. Regional Information Plan
4. IEC materials
5. Press releases (Print, Radio, Television)
6. Social marketing/advocacy proposal for the Field Office
7. Manage content for FO website
8. Statements addressing issues and concerns (grievances in general)
9. Social marketing/advocacy/communication - related trainings, capacity building activities
10. Regional branding guidelines

**Functions and Responsibilities:**

1. Oversees the management of the Social Marketing Section and supervises IOs and SMOs of other programs and office;
2. Formulates and implements Regional and Program Communication and Advocacy Plans;
3. Develops, produces and disseminates information, education, and communication (IEC) materials;
4. Prepares budget proposal, work and financial plan, and other related plans;
5. Manages Social Media, particularly in the following: a. Analysis of engagement and reach and conducts research, and creates strategies to improve all social media accounts of the Field Office b. Responds to all comments, queries and grievances lodged in all social media accounts c. Creates and updates Reply Protocol;
6. Manage responses to public grievances;
7. Perform functions on Media affairs-related and public relations and stakeholders linkaging;
8. Creates content for the DSWD website;
9. Monitors news and referral;
10. Undertakes communication research;
11. Sustains advocacy activities on building alliances, strengthen DSWD along TARA through stronger core messages maximizing the use of quad media for all publics especially among Local Chief Executives, LSWDOs, and stakeholders;
12. Acts as Spokesperson second to the Regional Director;
13. Assists in the implements EO 6, s. 2016 or the 8888 Citizens Complaint Center;
14. Handles and monitors all communication efforts of the DSWD Field Office, cutting across all offices, divisions, sections, units, and programs and services. It supports the entire operations of the Field Office, particularly on communication, advocacy, and social marketing;
15. Acts as Alternate Focal Person for Freedom of Information;
16. Monitors the Branding implementation of the DSWD to all collaterals and IEC Materials of the Field Office;
17. Provides technical assistance to other offices;
18. Perform other related tasks

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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 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 18 March 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) and Transcript of Records;
5. Authenticated copy of certificate of eligibility/rating/license;
6. Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating Form/ 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.
- e. All application documents must be readily available for submission once the applicant is considered for the position.

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/ HRPMS Head