

Date: 17 March 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 Officer II**

Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: FO Caraga - RRPTP

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in Social Work  
Experience : at least one (1) year relevant work experience  
Training : at least 4 hours relevant training  
Eligibility : RA 1080 (RSW)  
Skills : Proficient in the use of MS Office, Excel and other analogous apps/tools, proficient in technical writing (SCSR, Project Proposals, Executive Summary Report)

#### **JOB DESCRIPTION:**

Under immediate supervision and with some latitude for exercise of independent judgement, serves as case manager of trafficking in persons survivors thus should possess broad knowledge on case management, will also handle community-based services and does other related task that maybe assigned from time to time.

#### **Functions and Responsibilities:**

1. Ensure that all calls are provided action within an hour after TIP Helpline receipt on a 24-hour basis;
2. Assist in the conduct of rescue operations, medico-legal check-up until case filing and provide services to rescue TIPs in a trauma-informed and gender sensitive manner.
3. Appear in court hearings as witness/complainant and escort clients during court hearings as required.
4. Assess if the client/s referred to Field Office is/are eligible to receive economic assistance for employment, livelihood/entrepreneurship and skills training;
5. Monitor the partner LGUs and ensure RRPTP beneficiaries have individual case folders with Social Case Study Report and other pertinent documents (Recovery and Reintegration Forms, Assessment Forms, etc.);
6. Provides assistance to the Recovery and Reintegration Program for Trafficked Persons (RRPTP) Focal Person in the implementation of project activities.
7. Conduct monthly home visitations to the beneficiaries of the RRPTP especially those who were provided with economic assistance and submit home visit monitoring report/progress notes.
8. Prepare reportorial requirements and organize and maintain the project files and records including project reports, memoranda etc.
9. Encodes cases to the National Recovery and Reintegration Database (NRRD); and develop the Regional Directory of Resources and submit to the PSB;
10. Do other related tasks.

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%
<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 28 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 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