

07 April 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 III

Designation : SWAD Team Leader
Item Number : FOCARAGA-CONTRACTUAL-SOCWO3-000003
Compensation : SG 18 (Php 51,304.00)
Place of Assignment : SWAD Satellite Office – Agusan del Norte

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Social Work
Training : 8 hours of relevant training
Experience : 2 years 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 and with some latitude for the exercise of independent judgement; performs somewhat difficult tasks; responsible professional work pertaining to case management; supervises staff, plans and facilitates offsite pay-out related activities; exhibits broad knowledge on case management, and; does other related task that may be assigned from time to time.

Functions and Responsibilities:

1. Act as a SWAD team leader and also Community-Based Social Worker in the assigned province;
2. Submit Caseload Inventory of all Clients Served;
3. Case manages court-related cases;
4. Facilitate compliance with all reportorial requirements (CICL, Comm-based/ Crisis Intervention Section Reports)
5. Prepare and submit disaster reports;
6. Perform other related early recovery disaster-related activities;
7. Represent the Field Office as required;
8. Serve as CIS Coordinator in CIS Satellite Offices;
9. Provide technical assistance to the LGUs;
10. Perform other related task that may be assigned.

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 17 April 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 original copy of 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 Commitment and Review Form/ Performance Evaluation 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/ HRPPMS Head