

Date: 09 May 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 **Contract of Service** positions with details as follows:

Office: Protective Services Division

Houseparent I (Extended Deadline)

Item number : N/A
Compensation : SG 4 (Php 15,586.00)
Place of Assignment: RRCY- Patin-ay, ADS

PREFERRED QUALIFICATIONS:

Education : College Level
Experience : at least six (6) months relevant experience in handling children
Training : at least 4 hours training in handling specific type of residents under care
Eligibility : None required (MC 11, S.1996, CAT- III)

JOB DESCRIPTION:

Under immediate supervision, performs the role of parents to the children under custody and does other related work.

Functions and Responsibilities:

1. Explains the purpose, procedures, rules and regulations of the center;
2. Directs the work, study and recreational activities;
3. Supervises group living chores, meals, personal hygiene, care of clothing's.
4. Coordinates with other professional staff regarding individual reports.
5. Observe behavior of the residents and report them to rehabilitation team meeting.
6. Direct and observe simple instructions in vocational works.
7. Report usual changes of behavior of the residents.
8. Prepare and submits monthly accomplishment reports.
9. Ensure safety and security of residents within the assigned rooms/cottage.
10. Mediate between residents who are in conflict and work out the resolution of the problem.
11. Attend meetings (Rehabilitation Team Meeting and Staff Meeting).
12. Escort residents in outside activities for medical check-up.
13. Conduct school monitoring visits and tutorial activities to residents.
14. Conduct monthly inventory of supplies/stocks and inventory of personal belongings of residents.
15. Conduct marketing and livelihood activities.
16. Conduct orientation on house rules.
17. Prepare incident report;
18. Perform other related task assigned by the supervisors.

Applicants should be guided by the following **Criteria for Evaluation:**

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• 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 12 May 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 High School Diploma;
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.
- 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>.

for: 
GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section