

Date: **10 JUNE 2025**

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **two (2)** vacant **Contractual** position with details as follows:

Office: PANTAWID PAMILYANG PILIPINO PROGRAM

SOCIAL WELFARE ASSISTANT

Designation : N/A
Item number : FOCARAGA-CONTRACTUAL-SOCWAS-000064
FOCARAGA-CONTRACTUAL-SOCWAS-000162
Compensation : SG 8 (Php 21, 448.00)
Place of Assignment: City/Municipal Operations Office Within Caraga Region

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : Completion of two (2) years in college
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : CS Sub Professional/1st Level Eligibility
Skills : Computer literate with knowledge in using Microsoft Office and database applications

JOB DESCRIPTION:

Under the immediate supervision of the SWO IV (Provincial Link), the Social Welfare Assistant performs the following tasks below:

Functions and Responsibilities:

1. Facilitate distribution and retrieval of compliance verification forms;
2. Prepare summary of CVS forms distributed and retrieved and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to C/ML for appropriate action;
3. Facilitate coordination with schools and health centers relative to CVS monitoring and retrieval;
4. Collate submitted updates forms in terms of complete attachment of documents/requirements;
5. Collate submitted GRS forms;
6. Assist the Municipal Link in her/his workload and management of cases e.g. referrals and coordination in the barangays;
7. Accomplish performance commitment and appraisal.

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)	10%
• Interview	15%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE

Second Shortlisting: Top Five Highest rating but overall rating should not 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 June 13, 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;
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