

21 July 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: Protective Services Division**

#### **SOCIAL WELFARE OFFICER III**

Designation : Center Head  
Item Number : OSEC-DSWDB-SOCWO3-7-2006  
Compensation : SG 18 (Php 51,304.00)  
Place of Assignment : Home for Girls

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

Education : Bachelor's degree in Social Work  
Training : 8 hours relevant training  
Experience : 2 years of work-related experience on case management in the center and/or center's operation  
Eligibility : RA 1080 (Social Worker)  
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 center's operations; supervise staff, plans and accomplishments; exhibits broad knowledge on case management, and; does other related task that may be assigned from time to time.

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

1. Serve as the in-charge in the exercise of general supervision of daily operation, monitor and evaluate the program implementation on case management, helping strategies and support services for residents and staff, financial management and physical safety and security;
2. Facilitate conduct of staff consultation meetings and periodic program implementation review. Supervise services of HFG such as the: Homelife Service, Social Service, Psychological Service, Educational Service, Medical Service, Productivity Service, Dietary Service and Administrative Support Services;
3. Spearhead and provide guidance to the multi-disciplinary team (MDT) in case management and management of children admitted in the facility who are survivor of sexual abuse, neglect, abandonment, children in conflict with the law, online sexual abuse and exploitation, child-trafficking and children with intellectual delay. Sit down during case conferences and MDT meetings;

4. Exercise case management supervision through case sharing, caseload review and coaching and mentoring sessions;
5. Initiate the creation of strategies to streamline the tracking and monitoring systems in the facility such as: daily transaction and inventory of supplies, daily reporting of houseparents, and digitization of case management documentation;
6. Enhance support services for staff to promote mental health and wellness in the workplace;
7. Prepare work and financial plan and supervise expenditures. Prepare project proposals for the basic needs and socio-cultural activities of residents and capacity building and support services staff;
8. Prepare reports and provide policy recommendations along residential care facility program operations and case management among others;
9. Maintain collaboration with executives, community, and stakeholders for resource generation. Provide technical assistance to local government units, national government agencies, and non-government organizations on child protection, social work case management, center management, and PFA;
10. Actively involve in planning and provision of recommendation to the regional project management team (RPMT) on the infrastructure and facility maintenance;
11. Provide technical assistance to Core Group of Specialist and act on requests as resource person during trainings on social work case management, center management, and handling behavior of children;
12. Conduct therapy sessions for employees with personal and work-related concerns;
13. Provide augmentation support to other sections/offices within DSWD in responding to urgent concerns as maybe assessed and assigned by the supervisors.

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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 01 August 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 original/authenticated copy of Transcript of Records (TOR);
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 or send us your queries through <https://caraga-iris.dswd.gov.ph>.

  
**GENELYN P. MARTURILLAS**  
Administrative Officer VI/ HRPMS Head