28 November 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

Houseparent II

Item Number : FOCARAGA-CONTRACTUAL-HP2-000007
Compensation : SG 6 (Php 18,957.00)
Place of Assignment : Home for Girls (HFG), Butuan City

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree
Training : 16 hours training/seminars in handling specific type of clients under care
Experience : 1 year relevant experience in handling children
Eligibility : None required (MC 11, s. 1996 – Cat. III)
Skills : Proficient in the use of MS Office especially MS Excel

***Note: Since the position will be assigned at the Home for Girls, preference shall be given to female applicants to ensure the comfort, safety, and overall well-being of the residents.*

JOB DESCRIPTION:

Under immediate supervision, performs parental and supervisory duties for children under custody, and carries out other related tasks as may be required.

Functions and Responsibilities:

1. Explains the purpose, procedures, and rules and regulations of the facility;
2. Contributes to residents' life skills development;
3. Supervises group living chores, meals, personal hygiene, care of clothing;
4. Coordinates with other professional staff regarding individual reports.
5. Performs other related tasks:
   - Undertakes home management;
   - Supervises housekeeping;
6. Updates daily logbook:
   - Individual anecdotal reports;
   - Salient events during tour of duty;
   - Other pertinent matters that need recording for attention of the supervisors.

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%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment/Review	5%
Total	**100%**

DSWD Field Office Caraga, R. Palma Street, Butuan City, Philippines 8600
Website: https://www.caraga.dswd.gov.ph Tel Nos.: (085) 303 8620 local 114

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 05 December 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 2025 which can be downloaded at https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet;
3. .PDF file of the duly filled-out **Work Experience Sheet**, which can be downloaded from the same link in the PDS.
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;
8. Police Clearance and NBI Clearance.

**********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 V/ HRPPMS Head