DSWD
Department of Social Welfare and Development
Field Office - Caraga Region

BAGONG PILIPINAS

Date: **12 FEBRUARY 2026**

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

PROJECT DEVELOPMENT OFFICER III

Designation	:	**N/A**
Item number	:	FOCARAGA-COS-PDO3-000005
Compensation	:	SG 18 (Php 46,725.00)
Place of Assignment:		PSD – Office of the Division Chief

PREFERRED QUALIFICATIONS:

Education	:	Bachelor's degree in Social Work
Training	:	Eight (8) hours of relevant training in social welfare laws and policies, case management, problem-solving, organizational skills, and gender and cultural sensitivity
Experience	:	Two (2) years of relevant work experience in social welfare and social services, inter-agency partnership, program implementation, monitoring and evaluation and policy advocacy
Eligibility	:	Registered Social Worker (RSW)

Job Functions and Output:

Ensures the effective coordination, monitoring, documentation, and technical support of regional initiatives and inter-agency mechanisms related to gender-based violence, violence against women and children (VAWC), anti-trafficking, and child protection, including compliance monitoring, report consolidation, policy support, advocacy activities, and secretariat functions.

Functions and Responsibilities:

a. Monitor compliance of LGUs on National Legislations: RA 9775, RA 11862, RA 11313, RA 9262, and other relevant laws;
b. Consolidate monitoring report of RA 9262, RA 9775, RA 11862, and other relevant laws;
c. Conduct advocacy activities and lead in the planning of sectoral celebrations;
d. Draft communications to intermediaries and stakeholders on program concerns;
e. Prepare committee resolutions, ordinances, and other position papers;
f. Consolidate member agencies accomplishment reports relative to anti-child pornography, trafficking, and VAWC;
g. Lead also as Secretariat of the Gender-based Violence and Child Protection Working Committee under Protection Cluster of RDRC;
h. Prepare GBV-CP's framework design as basis of the plan and activities to be conducted;
i. Assist in the conduct of regular and special meetings of the council and its subcommittees;
j. Provide monitoring and technical assistance to the Council Secretariat of the Field Offices / Local Councils relative to the program implementation and capacity building activities;
k. Responds to incoming communications and turn-around communications;

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

l. Develop the regional council directory;
m. Develop innovations and initiatives to sustain the active participation of the member agencies;
n. Prepare project proposal, concept papers, strategic plans, and etc.;
o. Submits quarterly accomplishment and fund utilization reports to National LED Secretariat;
p. Consolidates VAW data / cases for the SDG reports to inter-agencies; and
q. Performs other task as directed by supervisor, division chief, and by the Regional Director, e.g., GAD.

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

Initial Shortlisting: **Obtain 75% of the maximum total score and only those who obtained a high average percentile on IQT**

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 FEBRUARY 18, 2026**.

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 equivalent;
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