



Date: 10 January 2025

### **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga one (1) vacant **Contract of Service** position with details as follows:

**Office: Protective Services Division**

#### **Social Welfare Officer I**

Item number : N/A  
 Compensation : SG 11 (Php 27,000.00)  
 Place of Assignment: Home for Girls – Butuan City

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in Social Work  
 Experience : at least 6 months experience in case management of children in need of special protection.  
 Training : at least 8 hours training in case management  
 Eligibility : RA 1080 (RSW)

#### **JOB DESCRIPTION:**

Under general supervision and with some latitude for exercise of independent judgement, serves as case worker of Home for Girls, providing residential care services.

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

1. Provide social work services to children in need of special protection in residence and their families.
2. Obtains and prepares social case histories;
3. Coordinates and work closely with the members of the rehabilitation team;
4. Assist the supervising social worker in planning program of activities;
5. Maintains close coordination with the court and the local social welfare and development offices and other allied agencies;
6. Prepares narrative and statistical reports; prepares and maintains records of activities and does other related work.

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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)                     | 5%          |
| ● Special Exam (Technical)                          | 20%         |
| ● 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 15 January 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 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