

Date: 10 JANUARY 2025

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **eighteen (18)** vacant **Contractual** position with details as follows:

Office: PANTAWID PAMILYANG PILIPINO PROGRAM

SOCIAL WELFARE ASSISTANT

Item number : N/A
Compensation : SG 8 (Php 20,534.00)
Place of Assignment : Within Caraga Region

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Training : At least four (4) hours of relevant training
Experience : At least one (1) year of relevant experience
Eligibility : Career Service (SubProfessional) / First Level Eligibility

Job Summary:

Facilitate the CV Forms distribution and SWDI administration and assist the C/ML in systems updates and supply side assessment.

Duties 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 related to CVS monitoring, distribution/retrieval and validation of non-compliant monitored children;
4. Facilitate, review and monitor submission of system forms (CVS Forms, GRS Forms) through the LGU Links and parent leaders, in terms of completeness and correctness;
5. Assist and facilitate in systems (CV/GRS/BDM) update related concerns for review of the City/Municipal Link;
6. Facilitate Case Folder filing and inventory;
7. Encode SWDI assessed forms;
8. Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGU;
9. Assist the C/ML in the conduct of the Family Development Sessions and in monitoring the Health and Education Facilities;
10. Submit require reportorial;
11. Respond and track queries and grievance at field level;
12. Augment to regional and local activities as need arises.

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 January 17, 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