



Date: 20 November 2024

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** position with details as follows:

Office: Protective Services Division

Social Welfare Officer II

Item number : N/A
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment: FO Caraga- SFP

PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Social Work
 Experience : at least 1 year relevant experience
 Training : at least 4 hours relevant training
 Eligibility : RA 1080 (Registered Social Worker)
 Skills : Proficient in the use of MS Office, especially MS Excel. Proficient in technical writing and research; with advance knowledge in social work and community development

JOB DESCRIPTION:

Manage the advocacy activity of the program (SFP Project We Care).

Functions and Responsibilities:

1. Creates project We Care committee in every LGU who has children remained underweight;
2. Conducts assessment for those children who remained underweight after 120 feeding days;
3. Prepare Social Case Study Report;
4. Together the SFP- WE CARE committee formulates intervention plan for all cases;
5. Coordinate and refer clients to other government agencies for other possible intervention and assistance;
6. Prepares progress report on case managed-children.
7. Prepares closing report in all rehabilitated children.
8. Lobby stakeholders to make local resolution supporting SFP Project We Care and other advocacy programs on social welfare and development.
9. Conduct home visitation to clients if needed.
10. Perform other related tasks.

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%
Total	100%



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 30 November 2024**.

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