



NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Social Welfare Officer IV (vice Chanda T. Api)

Status of Employment: Permanent
 Item No.: OSEC-DSWDB-SOCWO4-220-221-2004
 Monthly Salary: Php 75,511.00 (SG 22)
 Area of Assignment: Policy and Plans Division¹

Qualification Standards

Education: Bachelor's Degree in Social Work
 Training: Sixteen (16) hours of relevant training
 Experience: Three (3) years of relevant experience
 Eligibility: RA 1080 (Registered Social Worker)

Preferred Qualification

Education: Bachelor's Degree in Social Work
 Training: Sixteen (16) hours of relevant training along case management, community facilitation, disaster management, policy development
 Experience: Three (3) years of relevant experience along case management, community facilitation, disaster management and policy development
 Eligibility: RA 1080 (Registered Social Worker)

Specific Tasks and Functions:

1. Provide technical assistance through consultations, dialogues, conferences and trainings along case management, community organizing/facilitation and disaster management;
2. Prepare and submits feedback reports for managerial actions and decisions; provide technical assistance to retained staff, LGUs, Pos and other intermediaries on Social Welfare concerns;
3. Prepare and review plans and periodic reports; conducts TNAs and training/capability building activities along case management, community organizing/facilitation;
4. Package training program for intermediaries, assists management in networking and resource generation;
5. Provides technical supervision to SWOs and other staff implementing social welfare programs and services;
6. Translate/interpret programs policies and guidelines;
7. Facilitate research study; mobilizes and generates resources; acts as resource person;
8. Act as area monitor on special projects; represents the supervisor in committee meetings, conferences and social welfare related activities as maybe delegated.

Applicants should be guided by the following Criteria for Evaluation:

Education	25%
Training (Only relevant training shall be considered)	10%
Experience (Only relevant experience shall be considered)	25%
Written Examination (Initial Qualifying Test & Technical Examination)	25%

¹ Subject to change



Competency-Based Interview	10%
IPCR or any related Performance Assessment/Review Rating	5%
Total	100%

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than **20 May 2024**.

1. Application Letter
2. Fully accomplished Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of PRC license
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Certificate of relevant trainings and seminars attended
6. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **SWO IV vice Chanda T. Api** in the subject.

Application without the specified position and walk in submission shall not be entertained.


LUCIA SUYU ALAN, RSW
 Regional Director *LSA*