

NOTICE OF VACANCY

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

One (1) Social Welfare Officer II
(vice Jhevie Dunuan)

Status of Employment: Contract of Service
Monthly Salary: SG 15 (Php 36,619.00)
Area of Assignment: SWAD Nueva Vizcaya

Qualification Standards

Education: Bachelor's Degree in Social Work
Training: Four (4) hours relevant experience
Experience: One (1) year relevant experience
Eligibility: RA 1080 / RSW

Preferred Qualification

Education: Bachelor's Degree in Social Work
Training: Four (4) hours relevant experience
Experience: One (1) year relevant experience
Eligibility: RA 1080 / RSW

Specific Tasks and Functions:

1. Implement policies, regulations and work plans established by the Agency and render direct services in accordance with the functions and objectives of the Crisis Intervention Program (CIP);
2. Manage individual cases of the CIP patients;
3. Conduct intake review, accomplish forms that will determine client's eligibility for admission;
4. Prepare/write project proposals/case study reports of clients served;
5. Conduct home visits and collateral contracts/interview to identify factors affecting clients adjustments;
6. Provide caseworks services and other assistance needed by the clients' families; and
7. Perform other related tasks as may be assigned.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than JULY 9, 2024.

1. Application Letter addressed to **Ms. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of CSC eligibility/PRC license (if applicable);
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

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>.

Applications without specified position and submissions thru walk-ins and thru jobs.fo2@dswd.gov.ph SHALL NOT BE ENTERTAINED.



LUCIA SUYU ALAN, RSW
Regional Director 