



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 Rosemarie Bartolome)

Status of Employment: Permanent
 Item No.: OSEC-DSWDB-SOCWO2-413-2004
 Monthly Salary: SG 15 Php 38,413.00
 Area of Assignment: SWAD Office

Qualification Standards

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

Preferred Qualifications

Education: Bachelor's degree in Social Work
 Training: At least 4 hours of training on case management
 Experience: At least 1 experience on case management, Community Organizing and facilitation
 Eligibility: RA 1080 (Registered Social Worker)

Specific Tasks and Functions:

1. Conduct management and provide technical assistance to Local Government Units and Social Workers;
2. Assist in the management of social protection cases for the following: (a) placement of children in adoption, (b) placement of children in foster care, (c) development of adoptive families (regular adoption), (d) development of foster families;
3. Conduct community-based activities and sectoral programs such as but not limited to other persons, repatriated and distressed Overseas Filipino workers;
4. Conduct advocacy efforts (i.e adoption/foster)
5. Conduct Service Delivery Competency and Capability Assessment;
6. Act as Resource Person on social welfare laws and sectoral celebrations;
7. Conduct payout for Assistance to Individuals in Crisis Situations (AICS), Social Pension, Emergency Shelter Assistance;

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%
Initial Qualifying Test	10%
Technical/ Written Examination	15%
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 OCTOBER 28, 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 II VICE BARTOLOME** in the subject.

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



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

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

One (1) Project Development Officer III (vice Imelda Decena)

Status of Employment: Permanent
Item No.: OSEC-DSWDB-PDO3-28-2015
Monthly Salary: SG 18 Php 49,015.00
Area of Assignment: Policy and Plans Division – Standards Section

Qualification Standards

Education: Bachelor's degree relevant to the job
Training: Eight hours of relevant training
Experience: Two years of relevant experience
Eligibility: Career Service Second (Professional) Level / RA 1080

Preferred Qualification

Education: Bachelor's degree relevant to the job preferably in Public Administration, Political Science, Social Development and Community Development
Training: Eight hours of relevant training preferably on policy and standards development, program and project management, program assessment and internal audit
Experience: Two years of relevant experience in government regulatory services, social service delivery and management, program management and assessment of organizations
Eligibility: Career Service Second (Professional) Level / RA 1080

Specific Tasks and Functions:

1. Coordinate closely with the Standards Section Head on all Civil Society Organizations (CSO) accreditation matters;
2. Perform validation of CSO applicants received for accreditation;
3. Analyze and review thoroughly the completeness and substance of factual Field Office validation report/s prior to submission to the Standards Bureau;
4. Ensure that all requests for validation from the Standards Bureau covering CSO applicants are acted upon as prescribed in DSWD's implementing procedures;
5. Closely coordinate with other agencies relative to the immediate and timely validation of the CSO applicants;
6. Ensure updating of the Field Office's records of CSO applicants which were validated for

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Experience (Only relevant experience shall be considered)	25%
Initial Qualifying Test	10%
Technical/Written Examination	15%
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 OCTOBER 28, 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)
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Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate PDO III VICE DECENA in the subject.

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



LUCIA SUYU ALAN, RSW
Regional Director