Department of Social Welfare and Development BAGONG PILIPINAS

Posting No. _____
Series of 2026

Date of Posting: 02 OCTOBER 2026

Deadline of Submission: 13 OCTOBER 2026

Mode of Submission: https://bit.ly/49WpFB5

ANTICIPATED VACANCY

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

One (1) Social Welfare Officer II
(vice Amparo Tobias*)*

Status of Employment:	Permanent
Monthly Salary:	SG 15 (Php 42,178.00)
Area of Assignment:	SWAD Satellite Office
Item Number:	OSEC-DSWDB-SOCWO2-414-2004

Qualification Standards

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

Preferred Qualification

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

Specific Tasks and Functions:

1. Conduct interviews, home visits, jail visits, case counselling case management conferences;
2. Handle court-related cases and accomplishes social Case studies reports of clients;
3. Attends hearings, assesses and recommends qualified clients for financial assistance;
4. Coordinate network with NGAs, LGUs, NGOs, GOs and private individuals on recruitment of trainees and sponsorship for training needs;
5. Manage/refer WEDC cases;
6. Supervise the total operation of the productivity center and submits periodic rapports on the status of the capability building project;
7. Prepare/submit project proposals, case studies and other reports;
8. Refer neglected, abandoned, abused and exploited children to institutions and for foster; and
9. Perform other related tasks as may be assigned.

Applicants should be guided by the following Criteria for Evaluation:

Education	**25%**
Training (Only relevant training shall be considered)	**10%**
Experience (Only relevant experience will be considered)	**25%**
Written Examination (Initial Qualifying Test & Technical Examination)	**25%**
Competency Based Interview	**10%**
IPCR or any related Performance Assessment/Review Rating	**5%**
Total	**100%**

DSWD Field Office 02, #3 Dalan na Pagayaya, Regional Government Center, Carig, Tuguegarao City, Philippines 3500
Email: fo2@dswd.gov.ph Tel. Nos.: (078) 304-0586; (078) 304-1004
Website: http://www.fo2.dswd.gov.ph

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Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 13 OCTOBER 2026.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished 2026 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; and
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 TOBIAS** in the subject.

UNSPECIFIED APPLICATION SHALL NOT BE ENTERTAINED.

WALK-IN AND SUBMISSION VIA EMAIL SHALL NOT BE ALLOWED.

LUCIA SUYU ALAN, RSW
Regional Director

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