



VACANCIES AS OF
MAY 21, 2024
(CONTRACT OF SERVICE POSITION)



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo



inquiry@dswd.gov.ph



ncr.dswd.gov.ph



[dswdfoncr](https://www.youtube.com/dswdfoncr)

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCW02-2112160
SALARY GRADE : SG 15/ ₱ 36,619.00
VICE : Ana Joy S. Ampil
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Jose Fabella Center
(Correctional Rd, Mandaluyong, 1550)

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with units in MS in Social Work
TRAINING : Eight (8) hours of training in case management/ counseling/ communication/ facilitation skill
EXPERIENCE : Two (2) years of experience in handling case management and /or project management
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of Social Welfare Officer V/ Ill and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge on adoption and foster care and does other related task assigned.

DUTIES AND RESPONSIBILITIES

1. Conducts intake interview with the clients as part of the protocol
2. Orients clients on house rules, regulations, introduces clients to other residents, social workers and other staff
3. Undertakes in-depth data gathering through interviews with clients and his/ her relatives to identify problem and appropriate intervention strategies for the client and formulates treatment plan for the clients based on the consultations and data gathered.
4. 4. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head
5. Prepares and submit case load inventory and calendar of activities
6. Maintains files, social case study reports and databank of clients served.
7. Submits regular evaluation of program implementation pointing out the gaps in the service and suggest remedial measures on how the problems can be met in their areas.
8. Conduct social case study and home visit and extend assistance and/or services to families through the self-help concept.

9. Submits regular evaluation of program implementation pointing of the gaps in the service and suggest remedial measures on the problems can be met in their areas.
10. Performs other tasks requirements by the supervisor and of the Agency.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	10%
PANEL INTERVIEW	15%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

SHORTLISTING

OBTAINED **45 POINTS** OR **75%** ON EDUCATION, TRAINING AND EXPERIENCE (**ETE**).

FINAL SHORTLISTING

Candidates who will obtain an overall cut off score of at least 60%

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **May 31, 2024** not later than 5:00 PM:

1. Application letter addressed to Regional Director **MICHAEL JOSEPH J. LORICO** (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable) Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
4. Photocopy of Transcript of Records
5. Photocopy of Transcript Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);

8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

NOTES:

1. For online submission of the application, please access this link <https://bit.ly/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during the filling of application.
5. All interested qualified next-in-rank employees with Permanent status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.

The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.