

DSWD-GF-010A | REV 00 | 22 SEP 2023  
DSWD FO VIII  
RECORDS SECTION

RECEIVED

TIME: 2:11 DATE: JAN 27 2025

BY: MARVIN SISTER

21 JANUARY 2025

### NOTICE OF VACANCY

Position Title	:	<b>(1) Social Welfare Officer III</b>
Parenthetical Title	:	N/A
Salary Grade	:	18 / Php 49,015.00
Employment Status	:	Contractual
Item Number	:	FOVIII-CONTRACTUAL-SWO3-000738
Bureau or Office	:	Pantawid Pamilyang Pilipino Program
Division/Section/Unit	:	Provincial Operations Office of Northern Samar
Immediate Supervisor	:	Social Welfare Officer IV (Provincial Link)
Position Title of those directly Supervised	:	None

#### QUALIFICATION GUIDE

##### **A. CSC – Prescribed Qualification Standards**

Education	:	Bachelor's Degree in Social Work
Training	:	Eight (8) hours of relevant training
Experience	:	Two (2) years of relevant experience
Eligibility	:	RA 1080 (Registered Social Worker)

##### **B. Preferred Qualifications (Competency-based)**

Education	:	Bachelor's Degree in Social Work
Training	:	Twenty- four (24) hours of relevant training in planning, organizing, frontline service
Experience	:	Three (3) years of relevant experience in community organizing, case management/case analysis, support to an organization, or major/complex project
Eligibility	:	RA 1080 (Registered Social Worker)

**Job Summary:**

Responsible for managing the overall operations and administrative of provincial clusters and ensuring implementation of activities as scheduled based on the approved Work and Financial Plan. Supervise and monitor the systems and processes for Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the Municipal level in accordance with approved work and financial plan and standard procedures of the program.

**Statement of Duties and Responsibilities:**

1. Reviews and provide inputs and recommendations to proposed activities and budgetary requirements at the Provincial level; checks and evaluates the resource requirements of provincial operations (personnel, materials and logistics), follows-up with the concerned units, coordinates with field staff and allocates resources accordingly;
2. Provide technical assistance and supervision through consultation, meetings, dialogues, case conferences and conduct of spot checks and mentoring to the Municipal Links/field implementers in the performance of their tasks and functions and achievement of deliverables;
3. Checks and provides technical assistance to subordinates to ensure functioning of all advisory committees and action teams in the province (Municipal/Local/Provincial Advisory Committees, Municipal/Local/Provincial Action Teams); evaluates program situation in the province and conducts consultative meetings and communicates with stakeholder counterparts to discuss provincial program situation, issues and concerns and seek their involvement in the resolution of such and promotion of the program specifically on meeting the supply side requirements, advocacy and convergence thrusts including tapping and mobilization of community resources;
4. Monitor and supervise the systems operations at the provincial level particularly on the timely response to document and requirements of the key systems, e.g. timely and complete submission of updates form; dissemination; completion of Compliance Verification (CV) forms by partner agencies and stakeholders; retrieval and submission to Regional Program Management Office (RPMO), and response to queries and complaints and validation of Grievance Redress Systems (GRS) cases and conduct of cash grants releases;
5. Reviews and monitor the consolidated updates/reports on provincial caseload as follows:
  - a. Registration and Enrollment of IDs, Oath of Commitment, and LBP Forms;
  - b. Household data updating;
  - c. Verification of compliance- households, children, schools and health centers covered in the conduct of verification;
  - d. Updating of library of schools and health centers in coordination with the Information Technology Officer (ITO);
  - e. Grievances and complaints received, responded and resolved.

6. Monitor and ensure the compliance of Local Government Units and partner agencies on supply side requirements of the program;
7. Coordinates with the cluster focal staff and City/Municipal Links in the implementation of the 4Ps within the cluster area down to the Municipal level;
8. Assist City/Municipal Link /Case Workers on the conduct of case management of households with dysfunctional families and/or whose household members are in difficult circumstances such as child and women abuse cases, child in conflict with the law, marital conflict, and systems- related cases;
9. Ensure close coordination with the key partner agencies, LGUs and other stakeholders at the municipal level through the Municipal Link to facilitate compliance verification, complementation of support services and other requirements of the program;
10. Consolidate, review and provide inputs, submit periodic reports on the accomplishments, case summary report and issues and recommendations submitted by the City/Municipal Links, and endorse the same to the Operations Office for action of the Area Coordinator/Provincial Link;
11. Assist in the conduct of performance evaluation of the City/Municipal Links;
12. Conduct interviews, home visits, field validation, counselling, and case management of the beneficiaries of the Program;
13. Assist in the supervision of the following positions stationed in the City/Municipal Operations Offices: City/Municipal Links and Social Welfare Assistants;
14. Ensures the caseload of City/Municipal Links and Social Welfare Assistants are proportionate to the number of households, parent groups and geographical area where the beneficiaries are assigned each group;
15. Ensures the facilitation of community organizing at the District/Cluster Level where resource mobilization is exhausted to uplift the level of well- being of partner beneficiaries;
16. Facilitate referrals or link the partner beneficiaries to appropriate social interventions.

**Job Outputs:**

1. Complete submission of updates and systems (Compliance Verification; Grievance Redress; and Beneficiary Data Management) forms;
2. Reviewed and monitored consolidated updates/reports on provincial caseload as follows:
  - a. Registration and Enrollment of IDs, Oath of Commitment, and LBP Forms;
  - b. Household data updating;
  - c. Verification of compliance- households, children, schools and health centers covered in the conduct of verification;
  - d. Updating of library of schools and health centers in coordination with the Information Technology Officer (ITO);
  - e. Grievances and complaints received, responded and resolved.
3. Periodic reports on the program and cluster accomplishments; and
4. Case summary reports.

COMPETENCY REQUIREMENTS					
CORE	Level	FUNCTIONAL	Level	MANAGERIAL/ LEADERSHIP	Level
Delivering Excellent Results	3	Utilizing/ Managing Information	3		
Personal Effectiveness	3	Program Fluency	3		
		Program Management	3		
		Presentation Skills	3		
		Written Communication	3		
		Grievance Management	3		
		Knowledge of Local Governance	3		
		Knowledge of Related Regulations/ NGAs	3		
		Case Management/ Case Analysis	4		
		Case Counselling	4		
		Case Networking and Linkages	4		
		Group Facilitation	3		
<b>Legend:      1 – Basic      2 – Intermediate      3 – Advanced      4 – Expert</b>					

Applicants should be guided by the following **Criteria for Evaluation**:

Special/Technical Examination	50%
Panel Interview	50%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting :** Applicants who meet the **Preferred Qualification Standards** on Education, Training, Experience, and Eligibility.


**Final Shortlisting :** Top five (5) ranking candidates but overall rating should not be less than 60%.

Those who meet the qualification requirements of the said position may apply to the **REGIONAL DIRECTOR, GRACE Q. SUBONG** not later than **31 JANUARY 2025**. Interested parties are advised to submit the following documents:

1. Application Letter;
2. Notarized and Updated Personal Data Sheet (PDS) with attached **Work Experience Sheet**;
3. Photocopy of Transcript of Records and College Diploma;
4. Photocopy of certificate of relevant trainings and seminars attended;
5. Photocopy of certificate of board rating/eligibility and license;
6. Certificate of Employment, and;
7. Photocopy of duly signed **Individual Performance Contract Rating (IPCR)** or **its equivalent** with Very Satisfactory rating during the last two (2) rating periods.

For online applications, submit complete application documents at [jobs.fo8@dswd.gov.ph](mailto:jobs.fo8@dswd.gov.ph) and indicate **APPLICATION FOR (1) SOCIAL WELFARE OFFICER III – PROVINCIAL OPERATIONS OFFICE OF NORTHERN SAMAR** as the SUBJECT.

**Incomplete application documents and submission beyond the deadline will not be entertained.**

  
**CLARITO T. LOGRONIO**  
Dir. III/ Asst. Regional Director for Administration  
HRMPSB Chairperson

**Note:**

***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.***