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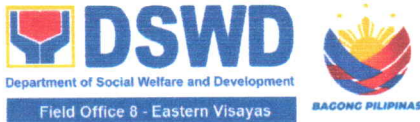
ALNOR L. BELLANO

BY: [Signature]

13 FEBRUARY 2025

### NOTICE OF VACANCIES

Position Title	:	<b>(4) SOCIAL WELFARE OFFICER II</b>
Parentetical Title	:	N/A
Salary Grade	:	15 / Php 36,619.00
Employment Status	:	Contract of Service
Item Number	:	FOVIII-COS-SOCWO2-000072; FOVIII-COS-SOCWO2-000071 FOVIII-COS-SOCWO2-000073 FOVIII-COS-SOCWO2-000075.
Bureau or Office	:	Pantawid Pamilyang Pilipino Program
Division/Section/Unit	:	Provincial Operations Offices of Biliran, Eastern Samar, Northern Samar, and Samar
Supervisor	:	Social Welfare Officer IV (Provincial Link and Case Management Regional Focal Person)
Position Title of those directly Supervised	:	None
<b>QUALIFICATION GUIDE</b>		
<b>A. CSC – Prescribed Qualification Standards</b>		
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)
<b>Job Summary:</b>		
Assists in the development of provincial/local inter-agency mechanisms for the provision of interventions on the cases that are beyond the resolution capacities of the City/Municipal Links and LGU Social Workers, and Ensures that case management and caseload inventories at the provincial level are maintained and updated.		
<b>Statement of Duties and Responsibilities:</b>		
1. Ensures that case management and caseload inventories at the provincial level are maintained and updated;		

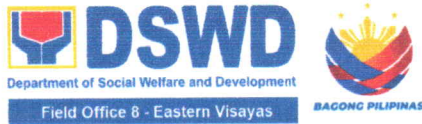


2. Assists in the development of provincial/local inter-agency mechanisms for the provision of interventions on the cases that are beyond the resolution capacities of the City/Municipal Links and LGU Social Workers;
3. Works closely with the City/Municipal Links in conducting case management processes for clients at risk, particularly those categorized as medium risk cases;
4. Assists in organizing and maintaining pool of experts at the provincial level to provide legal, psychiatric, psychological and medical interventions, if necessary. And/or case managers and other actors/members of the case referral networks;
5. Coordinates closely with Social Welfare Officers III at the cluster level to monitor status of cases; provides technical assistance if necessary and ensures that case conferences are consistently held for proper case disposition and resolution;
6. Provides technical assistance and support to other RPMO staff and to the Provincial Operations Offices whenever necessary;
7. Communicates effectively the various case management tools and recommends for their customization and enhancements, if appropriate and necessary, in order to come up with more comprehensive and integrative initiatives to improve Household (HH) beneficiaries' level of well-being;
8. Serves as the resource person of the Field Office relative to case management, whenever necessary;
9. Analyzes trends in systems activities, identifies major issues and problems using GAD lens, and formulates and recommends strategies to address them;
10. Reviews and analyzes reports from the Provincial Operations Office (POOs) and looks for probable risks and to identify causes of potential bottleneck in project implementation;
11. Coordinates with the Provincial Operations Offices (POOs) related to case inventory reporting and progress monitoring;
12. Consolidates and endorses regional case inventory systems and/or other equivalent case recording systems to appropriate users for progress monitoring and evaluation;
13. Monitors the administration of the Social Welfare Development Indicators (SWDI);
14. Assists in the implementation of DSWD Convergence Strategy e.g. City/Municipal Action Plan (CMAP), convergence initiative, community organizing and partnership;
15. Prepares regular and comprehensive reports;
16. Performs other related tasks as may be assigned by the immediate supervisor.

#### **Job Outputs:**

1. Initiates/Facilitates referral and follow-up of support services for special cases/concerns as part of case management plan;
2. Monthly Reports;
3. Report on compliance on supply side requirements of beneficiaries; Progress Reports of each of household/family.

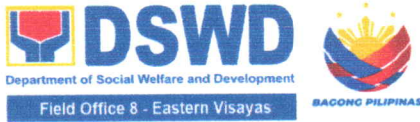




COMPETENCY REQUIREMENTS					
CORE	Level	FUNCTIONAL	Level	MANAGERIAL/ LEADERSHIP	Level
Commitment to Credible Public Service	2	Pantawid Program Fluency	2	N/A	
Personal Effectiveness	2	Advocacy-Based Program Management	2		
Delivering Excellent Results	2	Case Networking and Linkages	3		
		Counseling	2		
		Group Facilitation	2		
		Verbal Communication	2		
		Written Communication	2		
		Case Management/Case Analysis	3		
		Case Writing	3		
		Report Writing	3		
		Project Management	2		
		Knowledge of Related Regulations and Procedures of LGUs, DepEd, DOH and Related Agencies	2		

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

**Final Shortlisting :** Top eleven (11) 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 **19 FEBRUARY 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/s of relevant trainings and seminars attended;
5. Photocopy of certificate of board rating and license;
6. Certificate of Employment, and;
7. Photocopy of duly signed **Individual Performance Commitment and Review Rating (IPCR Rating) 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 (4) SOCIAL WELFARE OFFICER II (4Ps)** as the SUBJECT.

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

  
**CLARITO T. LOGRONIO**  
 Director 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.*