

**05 FEBRUARY 2025**
**NOTICE OF VACANCY**

 DSWD FO VIII  
 RECORDS SECTION

RECEIVED

Position Title	:	<b>One (1) Social Welfare Officer II</b>	TIME: 5:09 DATE: 02/05/25
Parentetical Title	:	N/A	
Salary Grade	:	SG-15/Php 36,619.00	
Employment Status	:	Contract of Service	BY: ALNOR L. ARELLANO RAS
Item Number	:	FOVIII-COS-SOCWO2-004853	
Bureau or Office	:	DSWD Field Office VIII	
Division/Section/Unit	:	Innovations Division – Tara, Basa! Tutoring Program	
Area of Assignment	:	Regional Program Management Office (RPMO)	
Supervisor	:	Section Head/Division Chief	
Position Title of those directly Supervised	:	None	

**QUALIFICATION GUIDE**
**A. CSC – Minimum Qualification Standards**

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

**B. Preferred Qualification Standards**

Education	:	Bachelor's degree in Social Work
Training	:	Eight (8) hours of relevant training
Experience	:	One (1) year relevant experience
Eligibility	:	RA 1080 (Registered Social Worker)

**Job Summary:**

Under the supervision of the Innovations Division Chief, the Social Welfare Officer II shall perform key functions in the preparation of implementation reports based on the approved WFP and implementation guidelines. The staff shall prepare the documentation, monitoring and evaluation reports and facilitate coordination with TWG members.

**Primary Tasks / Terms of Reference:**

1. Implement and monitor the Tara, Basa! Tutoring Program activities based on the approved WFP;
2. Assist in the monitoring and evaluation of the project;
3. Assist in coordination with the State/Local Colleges and Universities (SLUCs), DepEd School District Offices (SDOs), and LGUs on the implementation of Tara, Basa! Tutoring Program;
4. Assist in the conduct of evaluation conferences on project implementation;
5. Attend meetings/conferences and similar activities in relation to project implementation;
6. Prepare and submit the proposals, technical reports and other documentations;
7. Provides assistance on capability building activities;



8. Assist, facilitate and document the conduct of workshops, training and other activities are necessary;
9. Assist in maintaining the database of the Tara, Basa! Tutoring Program beneficiaries;
10. Provide Support in monitoring and providing technical assistance to SLUCs and SDOs in the implementation of the Tara, Basa! Tutoring Program;
11. Assist in facilitating the conduct of the case conference;
12. Perform other project related tasks that would contribute to the effective and efficient implementation of the project.

**Job Outputs:**

1. Implementation Report of Tara, Basa! Tutoring Program following the prescribed template;
2. Inputs to Sectoral Plans and Reports, including Legislations;
3. Work Plans, Accomplishment and Performance Reports, Updates and other Related Documents;
4. Monthly/Quarterly/Semestral Accomplishment and Plans

**COMPETENCY REQUIREMENTS**

<b>CORE</b>	<b>Level</b>	<b>FUNCTIONAL</b>	<b>Level</b>	<b>MANAGERIAL / LEADERSHIP</b>	<b>Level</b>
Commitment to Credible Public Service	<b>2</b>	Records Management	<b>2</b>		
Delivering Excellent Results	<b>2</b>	Office Management and Secretariat Services	<b>2</b>		
Personal Effectiveness	<b>2</b>	Report Writing	<b>2</b>		
		Computer Knowledge and Skills	<b>2</b>		
		Written Communication	<b>2</b>		
<b>Legend:      1 – Basic      2 – Intermediate      3 – Advanced      4 – Expert</b>					

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

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

**Initial Shortlisting :** Applicants who meet the Minimum Qualification Standards (MQS) 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 **10 FEBRUARY 2025**. Interested parties are advised to submit the following documents:

1. Application Letter addressed to the Regional Director, **Grace Q. Subong**;
2. **Notarized Personal Data Sheet (PDS) with passport size ID picture, and attached Work Experience Sheet**;
3. Transcript of Records / Diploma (photocopy only);
4. Certificate of relevant trainings and seminars attended (photocopy only);
5. Photocopy of certificate of eligibility/rating/license (if applicable);
6. Certificate of Employment, if any, and
7. Copy 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** and indicate **APPLICATION FOR (1) SOCIAL WELFARE OFFICER II – TARA, BASA! TUTORING PROGRAM** as the SUBJECT.

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

  
**CLARITO T. LOGRONIO**  
Director III/Assistant 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.*