

NOTICE OF VACANCY

Please be informed that the DSWD-CAR is inviting applicants (regardless of gender, civil status, disability, religion, ethnicity, or political affiliation) to fill-up the hereunder **vacant position**:

(1) SOCIAL WELFARE OFFICER IV (Permanent) under the OFFICE OF THE REGIONAL DIRECTOR

Item Number: OSEC-DSWDB-SOCWO4-226-2004

Vice: Ms. Amelyn P. Cabrera

Monthly Salary: P65,319.00 (SG 22)

Area of Assignment: DSWD Field Office CAR

Minimum Qualification Standards

- Education** : Bachelor's Degree in Social Work
Training : Sixteen (16) hours of relevant training
Experience : Three (3) years of relevant experience
Eligibility : RA 1080 (Registered Social Worker)

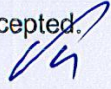
Brief Description of the General Function of the Position	The Social Welfare Officer IV serves as head of designated section/division and shall: 1) provide technical assistance along case management and program implementation; 2) supervise/coach and mentor program staff; 3) ensure resolution of grievances (internal & external); and does other leadership/ managerial tasks.
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Interested and qualified applicants may submit their application to the undersigned on or before AUG 25 2019 with the following attachments:

- Fully accomplished Personal Data Sheet (CS Form No. 212 Revised 2017) (with attached summary of functions/ job description for each position held)
- Transcript of Records
- Certificate/s of training/s
- Certificate/s of previous and present employment (if applicable)
- Company clearance (latest employer, if applicable)
- Performance Appraisal/ Evaluation rating (if applicable)
- CSC eligibility/ PRC rating report and updated license
- NBI Clearance

In addition to the above-mentioned requirements, please fill-out the application form through this link <https://goo.gl/forms/bD5OjGTTtGL1TcYA3>

Applications with incomplete attachments will not be accepted.



LEO L. QUINTILLA
OIC-Regional Director

LLQ/EHGJ/CEN/PC/jami
07 August 2019

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