

September 23, 2021

**JOHN OCTAVIUS S. PALINA, Ph.D.**

University President  
St. Mary's University  
Bayombong, Nueva Vizcaya, 3500

Subject: **NOTICE OF JOB VACANCIES FOR REGISTERED SOCIAL WORKERS (RSWs)**

Dear **Dr. Palina:**

This is to inform your Office that the Department of Social Welfare and Development – Field Office 02 (DSWD FO2) is in need of Registered Social Workers (RSWs) to fill up the existing and anticipated vacancies for the Social Welfare Officer positions and other positions requiring the competencies and expertise of a RSW such as but not limited to the following Project Development Officer II (Municipal Link), Social Welfare Assistant among others.

Relative thereto, this Office requests that the attached vacancies be cascaded to your alumni and be posted in your website/bulletin boards, for widest dissemination.

Should there be clarifications, you may contact Mr. Renz Marion M. Malabanan at (078) 304-1004 loc. 131 or at [rmmmalabanan@dswd.gov.ph](mailto:rmmmalabanan@dswd.gov.ph).

This office looks forward to a continuing partnership with you in helping the disadvantaged families and in creating a better community for the poor and vulnerable.

Very truly yours,

  
**CEZARIO JOEL C. ESPEJO**  
Regional Director

### NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

**One (1) Social Welfare Officer I**  
(newly created position)

Status of Employment: Contract of Service (Memorandum of Agreement)  
Monthly Salary: SG 11 (23,877.00)  
Area of Assignment: Malasakit Center (Batanes General Hospital)

**Qualification Standards**

Education: Bachelor's Degree in Social Work  
Experience: None required  
Training: None required  
Eligibility: RA 1080 (Registered Social Worker)

**Preferred Qualifications**

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

**Specific Tasks and Functions:**

1. Implement policies, regulations and work plans established by the Agency and render direct service in accordance with the functions and objective of the agency within the area of assignment;
2. Conduct interviews, home visits, jail visits case counselling and case management conferences;
3. Conduct intake review and accomplishes forms that will determine client's eligibility for service/assistance;
4. Accomplish social case study reports of clients;
5. Assess and recommend qualified clients for financial assistance;
6. Prepare/submit project proposal, case studies and other reports;
7. Refer neglected, abandoned, abused and exploited clients to center and residential care institutions; and
8. Coordinate/network and maintain good working relationships with NGAs, LGUs, NGOs, GO and private individuals.

**Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than OCT 04 2021

1. Application Letter addressed to **Cezario Joel C. Espejo, Regional Director**
2. Accomplished Personal Data Sheet (CSC Form 212 Revise 2017) with Work Experience Sheet
3. Photocopy of CS Eligibility or PRC License and Board Rating (if applicable)
4. Latest Performance Assessment/IPCR or its equivalent for external applicants
5. Supervisor's Recommendation (if applicable)
6. Certificate of relevant trainings and seminars attended
7. Photocopy Certificate of Employment (if applicable)
8. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via [jobs.fo2@dswd.gov.ph](mailto:jobs.fo2@dswd.gov.ph). Please indicate **SWO I- MC** in the subject. Walk in submission shall not be allowed.

  
**CEZARIO JOEL C. ESPEJO**  
Regional Director

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## NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

**Five (5) Social Welfare Officer I**  
(Anticipated Vacancies)

Status of Employment: Contract of Service (Memorandum of Agreement)  
Monthly Salary: SG 11 (23,877.00)  
Area of Assignment: Malasakit Centers Located Within the Region

**Qualification Standards**

Education: Bachelor's Degree in Social Work  
Experience: None required  
Training: None required  
Eligibility: RA 1080 (Registered Social Worker)

**Preferred Qualifications**

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

**Specific Tasks and Functions:**

1. Implement policies, regulations and work plans established by the Agency and render direct service in accordance with the functions and objective of the agency within the area of assignment;
2. Conduct interviews, home visits, jail visits case counselling and case management conferences;
3. Conduct intake review and accomplishes forms that will determine client's eligibility for service/assistance;
4. Accomplish social case study reports of clients;
5. Assess and recommend qualified clients for financial assistance;
6. Prepare/submit project proposal, case studies and other reports;
7. Refer neglected, abandoned, abused and exploited clients to center and residential care institutions; and
8. Coordinate/network and maintain good working relationships with NGAs, LGUs, NGOs, GO and private individuals.

**Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 01.10.4.2021

1. Application Letter addressed to **Cezario Joel C. Espejo, Regional Director**
2. Accomplished Personal Data Sheet (CSC Form 212 Revise 2017) with Work Experience Sheet
3. Photocopy of CS Eligibility or PRC License and Board Rating (if applicable)
4. Latest Performance Assessment/IPCR or its equivalent for external applicants
5. Supervisor's Recommendation (if applicable)
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**CEZARIO JOEL C. ESPEJO**  
Regional Director

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## NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

**One (1) Social Welfare Officer I**  
(vice Dan Glice Mamauag)

Status of Employment: Contract of Service (Memorandum of Agreement)  
Monthly Salary: SG 11 (Php 23,877.00)  
Area of Assignment: Standards Section

**Qualification Standards**

Education: Bachelor's Degree in Social Work  
Experience: None required  
Training: None required  
RA 1080 (Registered Social Worker)

**Preferred Qualifications**

Education: Bachelor's Degree relevant to the position  
Experience: None required  
Training: None required  
Eligibility: RA 1080 (Registered Social Worker)

**Specific Tasks and Functions:**

1. Assists in providing technical assistance to stakeholders especially in the assessment/ accreditation of Pre-Marriage Counselors (PMCs) and Civil Society Organizations (CSOs) and other regulatory services;
2. Assists in the field validation of concerned application of PMCs and CSOs;
3. Prepares external and internal communications related to regulatory services;
4. Assists in the conduct of other activities related to DSWD regulatory services; and
5. Performs other related tasks as may be assigned.

**Requirements:**

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Please submit all documents via [jobs.fo2@dswd.gov.ph](mailto:jobs.fo2@dswd.gov.ph). Please indicate **SWOI vice MAMAUAG** in the subject header.

Walk in submission shall not be allowed.

  
**CEZARIO JOEL C. ESPEJO**  
Regional Director