



BE AN **ANGEL IN RED VEST**
BE PART OF DSWD FIELD OFFICE 3 - CENTRAL LUZON

ONE (1) SOCIAL WELFARE ASSISTANT ITEM CODE: OSEC-DSWDB-SOCWAS-291-2004

Employment Status: **PERMANENT**

Monthly Compensation: **SG 8 (PHP 21,448.00)**

Place of Assignment: **PSD - TARLAC LINGAP
CENTER**

Deadline of Submission: **APRIL 14, 2025**



ONLY THOSE QUALIFIED APPLICANTS WHO APPLIED THROUGH THE QR CODE
ABOVE WITH COMPLETE DOCUMENTS WILL BE ENTERTAINED.

BE AN **ANGEL IN RED VEST**
BE PART OF DSWD FIELD OFFICE 3 - CENTRAL LUZON

ONE (1) SOCIAL WELFARE ASSISTANT ITEM CODE: OSEC-DSWDB-SOCWAS-291-2004

CSC QUALIFICATION

Education: Completion of two years studies in college

Training: Four (4) hours of relevant training

Experience: One (1) year of relevant experience

Eligibility: Career Service (Sub-professional/First Level Eligibility)

PREFERRED QUALIFICATION

Education: Bachelor's degree in Social Work, Social Sciences or any related fields (required)

Training: Four (4) hours relevant training

Experience: One (1) year of relevant experience

Eligibility: Career Service (Sub-professional/First Level Eligibility)

ONLY THOSE QUALIFIED APPLICANTS WHO APPLIED THROUGH THE QR CODE
ABOVE WITH COMPLETE DOCUMENTS WILL BE ENTERTAINED.

ITEM CODE: OSEC-DSWDB-SOCWAS-291-2004

PRIMARY TASKS:

1. Assists in coordination with external stakeholders and partners.
2. Assists Social workers in the implementation of programs and services in the area of assignment.
3. Assists in the preparation and implementation of group sessions and other training of residents.
4. Coordinates and works closely with the Multidisciplinary Team.
5. Maintains and organizes case records, reports, and documentation.
6. Schedules appointments and assist in the coordination of meetings or workshops.
7. Facilitates and accomplish minutes of the meetings
8. Performs other related tasks as may be assigned by the higher authorities from time to time.

APPLY NOW!



ITEM CODE: OSEC-DSWDB-SOCWAS-291-2004

APPLICANTS SHALL BE GRADED BY THE FOLLOWING CRITERIA FOR EVALUATION:

Education	25%
Training	10%
Experience	25%
Written Exam	20%
Competency-Based Interview	15%
IPCR or any related Performance	5%
Assessment/Review	
Total	100%



- Application with complete document is highly encouraged.
- Only qualified applicants will be called for examination and/or interview.
- All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.
- Requests for extension of submission and application with incomplete documents will not be entertained.
- All notifications and updates on your application will be sent through email.

