



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

ONE (1) SOCIAL WELFARE ASSISTANT
ITEM CODE: FO3-TARA-COS-SWA-001

Employment Status: **CONTRACT OF SERVICE**

Monthly Compensation: **SG 8 (PHP 19,744.00)**

Place of Assignment: **TARA, BASA! TUTORING PROGRAM (TBTP) - RPMO III**

Deadline of Submission: **APRIL 11, 2025**



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

ITEM CODE: FO3-TARA-COS-SWA-001

PRIMARY TASKS:

- 1.Assists in coordination with external stakeholders and partners;
- 2.Ensures proper coordination of beneficiaries for the implementation of the program;
- 3.Assists in the documentation and profiling of beneficiaries;
- 4.Assists in the conduct of community assemblies;
- 5.Assists technical staff during pre-deployment activities;
- 6.Serves as facilitator between beneficiaries to technical staff;
- 7.Collects and encodes attendance sheets;
- 8.Assists in the collation and validation of attendance sheets;
- 9.Encodes payroll of beneficiaries;
- 10.Assists during pay-out activities;
- 11.Assists in the liquidation process; and
- 12.Performs other related tasks as may be assigned by the higher authorities from time to time.

APPLY NOW!





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

ONE (1) SOCIAL WELFARE ASSISTANT
ITEM CODE: FO3-TARA-COS-SWA-001

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: Completion of two years studies in college

Training: Four (4) hours of relevant training

Experience: One (1) year of relevant experience

Eligibility: Preferably 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: FO3-TARA-COS-SWA-001

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 Assessment/Review	5%
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.

