



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

## ONE (1) SOCIAL WELFARE ASSISTANT ITEM CODE: FO3-4PS-CON-SWA-184

Employment Status: **CONTRACTUAL**

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

Place of Assignment: **PROVINCIAL  
OPERATIONS OFFICE ZAMBALES**

Deadline of Submission: **JUNE 2, 2025**



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

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### CSC QUALIFICATION

**Education:** Completion of two (2) year 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 (2) year studies in college

**Training:** Four (4) hours of relevant training

**Experience:** One (1) year of relevant experience

**Eligibility:** None required

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### PRIMARY TASKS:

1. Facilitates distribution and retrieval of compliance verification forms;
2. Prepares summary of CVS forms distributed and retrieved and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to C/ML for appropriate action;
3. Facilitates coordination with schools and health centers relative to CVS monitoring and retrieval
4. Collates submitted GRS forms;
5. Assists the Municipal Link in her/his workload and management of cases e.g. referrals and coordination in the barangays;
6. Accomplishes performance commitment and appraisal;
7. Performs other related tasks.

**APPLY NOW!**



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### APPLICANTS SHALL BE GRADED BY THE FOLLOWING CRITERIA FOR EVALUATION:

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



- 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.