

Date: May 5, 2021

## **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Central Office has two (2) vacant **Director IV** positions with details as follows:

### **DIRECTOR IV POSITIONS (REPUBLICATION)**

No. of vacancies : Two (2)  
Compensation : SG 28 (Php 142,683.00)  
Item number and Place of Assignment:

**OSEC-DSWDB-DIR4-124-2004** - Standards Bureau

**OSEC-DSWDB-DIR4-2-2008** - Legal Service \*

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree  
Experience : Three (3) years supervisory experience  
Training : None required  
Eligibility : Career Executive Service Eligible/Officer (CESE/CESO)  
Career Service Executive Eligible (CSEE)  
**\*Must be a Bar Passer (R.A. 1080)**

### **PREFERRED QUALIFICATION STANDARDS**

Education : Master's Degree  
Experience : Five (5) years relevant supervisory/managerial work experience  
Training : Forty (40) hours relevant supervisory/managerial training  
Eligibility : Career Executive Service Eligible/Officer (CESE/CESO)  
Career Service Executive Eligible (CSEE)

### **Job Summary:**

Subject to executive determination of policy plans, oversees, directs, and coordinates the administrative and technical activities of the field office/bureau/service; advises DSWD management on the effective, efficient and economical implementation of resources; undertake projects that may be assigned by Principals/Management; and does other related tasks that may be assigned from time to time.

### **Job Description:**

1. Exercises the management functions of planning, organizing, directing and controlling;
2. Appoints personnel to positions in the first level and casual and seasonal workers and exercise disciplinary actions over them in accordance with the CSC rules and regulations;
3. Evaluates and utilizes advisory assistance provided by Director III on matters concerning programs and office operations;
4. Executes and implements policy standards, regulations and work plans established by the office;
5. Recommends changes in program policies based on the needs of the regions;

6. Registers licenses and inspect child welfare, family welfare, and vocational rehabilitation agencies, including residential institutions according to set standards;
7. Resolves operational problems in assigned field office/bureau/service;
8. Ensures that the office adheres to the Department's performance management systems and processes;
9. Manages the human resources and physical resources requirements of the bureau/service;
10. Assumes full responsibility for programming budgetary allocation;
11. Acts as Approving officer on documents as a delegated function;
12. Supervises the review of control procedures of the Department to determine their adequacy and propriety and recommends measures to improve existing policies, plans and procedures and regulations;
13. Represents the Department in various engagements (i.e. meetings, TV, radio guesting, etc.);
14. Ensures cooperation and maintains harmonious relationships with public and private entities and agencies in the promotion of community development and welfare;
15. Promotes and advocates plans, programs and services of the Department to the general public, including the legislative branch, other government agencies, LGUs, NGOs, CSOs and other stakeholders;
16. Acts as Chair or Co-Chair in various internal committees of the Department;
17. Collaborates, communicates and converges effectively with various internal/external stakeholders to ensure efficient service delivery/completion of work;
18. Meets with inter-agency Directors and Chief Executives to establish networks and linkages;
19. Fosters motivation and encourages staff to perform at their best;
20. Introduces/innovates systems/mechanisms/reforms to significantly help each staff member to achieve his/her unit's service delivery;
21. Provides venues for discussion and sharing of ideas concerning change initiatives in order to promote understanding and engagement;
22. Undertake review and evaluation of OBS/Cluster WFP and MDP;
23. Expected to adhere to all Gov't rules and regulations; and
24. Performs other duties and functions as may be delegated by the Secretary.

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Qualified applicants may apply online at [www.dswd.gov.ph](http://www.dswd.gov.ph) and email/attach the following documents at [jobs@dswd.gov.ph](mailto:jobs@dswd.gov.ph) on or before **May 15, 2021**:

1. Application Letter addressed to **Director Leonardo C. Reynoso** of Human Resource Management and Development Service;
2. Comprehensive resume with Job Description and 2x2 I.D. picture or Duly accomplished Personal Data Sheet with Work Experience Sheet;
3. Copy of Transcript of Record / Diploma;
4. Copy of certificate of relevant trainings and seminars attended (if applicable);
5. Copy of duly signed Individual Performance Contract Rating (IPCR) in the last rating period (latest) or its equivalent for external applicants and must have a Very Satisfactory rating during the last period.
6. Accomplished Certification of No Pending Case/Non-conviction of any Offense (Please use the attached template).

**Note: Due to exigency of service, the applicant who will be hired may be reassigned from one station to another.<sup>1</sup>**

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<sup>1</sup> Pursuant to Career Executive Service Board Circular No. 6, series of 2004 on the Revised Policy on Security of Tenure in the Career Executive Service (CES)



**Interested and qualified applicants regardless of gender, disability civil status, ethnicity, religion, etc. may apply.**

**Walk-in applicants will not be entertained in observance to the new normal.**

**Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.**

**LEONARDO C. REYNOSO, CESO III**

Director IV

Human Resource Management and Development Service

Department of Social Welfare and Development