

Date: May 5, 2021

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Offices has three (3) vacant **Director IV** positions with details as follows:

DIRECTOR IV POSITIONS (REPUBLICATION)

No. of vacancies : Three (3)
Compensation : SG 28 (Php 142,683.00)
Item number and Place of Assignment:

- OSEC-DSWDB- DIR4-138-2004** - Field Office NCR
- OSEC-DSWDB- DIR4-136-2004** - Field Office XII
- OSEC-DSWDB- DIR4-137-2004** - Field Office CARAGA

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)

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. Leads and oversees the implementation of all programs and projects in the field office;
2. Exercises the management functions of planning, organizing, directing, coordinating, and controlling;
3. 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;
4. Prepares and submit budget proposals for the region to the Central Office, administer the budget of the regional office, authorize disbursement of fund and administer the budget control machinery in the region;
5. Evaluates and utilizes advisory assistance provided by technical staff on matters concerning programs and office operations;

6. Executes and implements policy standards, regulations and work plans established by the office;
7. Recommends changes in program policies based on the needs of the regions;
8. Maintains and operates centers and institutions for those with special needs and other clients;
9. Registers licenses and inspect child welfare, family welfare, and vocational rehabilitation agencies, including residential institutions according to set standards;
10. Oversees requests for issuance of solicitation permits for charitable and civic purposes;
11. Resolves operational problems in assigned field office/bureau/service;
12. Ensures that the office adheres to the Department's performance management systems and processes;
13. Manages the human resources and physical resources requirements of the field office;
14. Assumes full responsibility for programming budgetary allocation;
15. Acts as approving officer on documents as a delegated function;
16. 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;
17. Represents the Department in various engagements (meetings, TV, radio guesting's, etc.);
18. Ensures cooperation and maintains harmonious relationships with public and private entities and agencies in the promotion of community development and welfare;
19. 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;
20. Collaborates, communicates and converges effectively with various internal/external stakeholders to ensure efficient service delivery/completion of work;
21. Meets with inter-agency Directors and Chief Executives to establish networks and linkages;
22. Fosters motivation and encourages staff to perform at their best;
23. Exhibits honesty, trustworthiness and integrity in delivering the agency and office mandate as well as in relating to others;
24. Introduces/innovates systems/mechanisms/reforms to significantly help each staff member to achieve his/her unit's service delivery;
25. Accounts for and takes responsibility for his/her actions and ensures that he/she is on top of crucial situations and decisions concerning office operations;
26. Provides venues for discussion and sharing of ideas concerning change initiatives in order to promote understanding and engagement;
27. Makes periodic inspection of satellite and project offices to determine effectiveness of social welfare programs and to evaluate and activities and accomplishments of field/office personnel;
28. Maintains and operates centers and institutions for those with special needs and other clients;
29. Performs other related functions as may be assigned from time to time;
30. Undertake review and evaluation of OBS/Cluster WFP and MDP;
31. Expected to adhere to all Gov't rules and regulations; and
32. Performs other duties and functions as may be delegated by the Secretary.

Qualified applicants may apply online at www.dswd.gov.ph and email/attach the following documents at jobs@dswd.gov.ph on or before **May 15, 2020**:

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.¹

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

¹ 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)