

Republic of the Philippines  
Department of Social Welfare and Development  
Field Office VI

**Vancancy for Pantawid Pamilyang Pilipino Program:**

Position: **Municipal/City Link / SG 15 (MOA)**

Employment Status: Contract of Service under Pantawid Pamliya

Education Requirements: Bachelor's Degree in Social Work or allied Social Science Graduate

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: June 16, 2014

**Job Description:**

- Prepare activity proposals and other budgetary requirements at the municipal level in coordination with other MLs in the municipality
- Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGU
- Facilitate conduct of community assembly in collaboration with the Local Government Unit and other partner agencies 2
  - Monitor and prepare report on compliance on supply side requirements of the program in coordination with partner agencies and the LGU
- Facilitate the conduct of Family Development Sessions with the LGU Links and Parent Leaders as organizers and with key stakeholders as resource persons
  - o Organize household beneficiaries into 20-30 per group
  - o Identify and select parent leaders
  - o Schedule and prepare the conduct of Family Development Sessions
  - o Serve as resource person or coordinate with health personnel and other stakeholders to serve as resource persons
  - o Document conduct of FDS in the community
- Facilitate reproduction, distribution, completion (for FDS), retrieval and submission of completed compliance verification forms in coordination with the LGU Links
- Facilitate, review and monitor submission of Updates Form through the LGU Links and parent leaders
- Facilitate, review and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community
- Facilitate and monitor cash grants release
- Profiling of beneficiaries/parent leaders and LGU Links trained
- Facilitate/Promote conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders
- Maintain and monitor Municipal Caseload as follows:
  - o Total registration and enrolment – IDs, Oath of Commitment & LBP forms
  - o No. of HHs with Cash Cards
  - o No. of HHs on OTC
  - o No. of HHs on G-Remit
  - o Updated list of Schools –day care center, pre-school, elementary and high school
  - o Updated list of health centers and health stations

- o No. of Parent Leaders
- o No. of HHs provided with other support programs and services
- Serve as secretariat to the Municipal Advisory Committee Meetings
- Prepare Quarterly Accomplishment Report
- Prepare Performance Contract and Evaluation
- Perform other related tasks

**Position: Social Welfare Officer III SG 18**

Employment Status: Contractual under Pantawid Pamliya

Education Requirements: Bachelor's Degree in Social Work

Experience Requirements: 2 years relevant experience

Training Requirements: 8 hours of relevant training

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Computer literate

Deadline for Submission: July 18, 2014

**Job Description:**

- Review, consolidate and provide inputs to the activity proposals and other budgetary requirements submitted by the Municipal Links in the Cluster
- Supervise and monitor implementation of approved activities as scheduled in the Work and Financial Plan
- Provide technical assistance through consultation, meetings, dialogues, case conferences and conduct of spot checks and mentoring to the Municipal Links in meeting the procedural guidelines and policies of the program
- Monitor and ensure the compliance Local Government Units and partner agencies on supply side requirements of the program
- Monitor the operation of the BUS, CVS and GRS at the Cluster
- Monitor, Countercheck, track update per municipality as follows:
  - o Total registration and enrollment - IDs, Oath of Commitment & LBP forms
  - o Household data on attendance to FDS
  - o Results of Compliance Verification
  - o Summary of submitted update forms
  - o Updating of library of schools and health centers
  - o Summary of grievances and complaints received, responded and resolved
  - o Complementation and convergence of services
- Facilitate and/or conduct case management of households with dysfunctional families and/or whose household members are in difficult circumstances such as child and women abuse cases, child in conflict with the law and marital conflict
- Ensure close coordination with key partner agencies, LGUs and other stakeholders at the municipal level through the Municipal Link to facilitate compliance verification, complementation of support services and other requirements of the program
- Monitor and ensure functioning of the Municipal Advisory Committees
- Consolidate and provide inputs on the accomplishments and issues and recommendations submitted by the Municipal Links
- Facilitate conduct of performance evaluation of the Municipal Links

**Position: Administrative Assistant II SG 8**

Employment Status: Contractual under Pantawid Pamliya

Education Requirements: Completion of two years studies

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: July 18, 2014

**Job Description:**

- Perform administrative support and clerical functions
- Manage incoming and outgoing communications
- Draft and encode communications, contracts, vouchers, RIVs, proposals and TEVs
- Assist in coordinating the general services functions
- Accomplish performance commitment and appraisal
- Perform other related tasks

**Position: Social Welfare Assistant/ SG 8 (MOA)**

Employment Status: Contract of service under Pantawid Pamliya

Education Requirements: Completion of two years studies

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: July 18, 2014

**Job Description:**

- Facilitate distribution and retrieval of compliance verification forms
- Prepare 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
- Facilitate coordination with schools and health centers relative to CVS monitoring and retrieval
- Collate submitted updates forms in terms of complete attachment of documents/requirements
- Collate submitted GRS forms
- Assist the Municipal Link in her/his workload and management of cases e.g. referrals and coordination in the barangays
- Accomplish performance commitment and appraisal
- Performs other related tasks

**Position: Municipal Roving Bookkeeper/ SG 9 (MOA)**

Employment Status: Contract of service under Pantawid Pamliya

Education Requirements: Bachelor's Degree in Accountancy/ Management Accounting

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: July 18, 2014

Position: **Financial Analyst II/ SG 15**

Employment Status: Contractual under Pantawid Pamliya

Education Requirements: Bachelor's Degree in Accountancy/ Mgt Acctg/ Commerce Graduate

Experience Requirements: 2 years experience

Training Requirements: 8 hours of training

Computer literate

Deadline for Submission: July 18, 2014

For Interested applicants, please submit your application letter and resume through our Records Unit or email to [hrdudswd6@gmail.com](mailto:hrdudswd6@gmail.com) or [fo6@dswd.gov.ph](mailto:fo6@dswd.gov.ph), addressed to the Regional Director.

For inquiries, please contact:

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DSWD Field Office VI

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