



Republic of the Philippines  
 DEPARTMENT OF HEALTH  
 Regional Office IV-B (MIMAROPA)  
**OSPITAL NG PALAWAN**



11 DEC 2017  
 12 DEC 2017

APPROVED FOR POSTING  
 DATE  
 DEC 11 2017

**NOTICE OF VACANT POSITION**  
 December 11, 2017

**Qualification Standards**

Position/Office	Salary Grade	Education	Work Experience	Training	Eligibility	Duties and Responsibilities
<b>SOCIAL WELFARE OFFICER III (Section Head)</b> No. of Position: One (1) Item No. SOCW03-300012-2014	SG 18	Bachelor of Science in Social Work	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (Social Worker)	<ol style="list-style-type: none"> <li>1. Directs and supervises implementation of programs and activities of the Social Service;</li> <li>2. Supervises, assesses performance and coaches Social Service Staff as needed;</li> <li>3. Conducts case conference/consultations to enhance the knowledge and skills of the Social Service personnel;</li> <li>4. Conducts orientation, lectures/training to Social Service Staff, allied disciplines, visitors, volunteers and new employees as needed;</li> <li>5. Supervises Social Service activities in various wards/areas as well as monitors dissemination or related information to ensure efficient and effective social service delivery;</li> <li>6. Directs implementation of clinical practice:               <ol style="list-style-type: none"> <li>a. Psychosocial evaluation and assessment;</li> <li>b. Psychological functioning and adaption to illness;</li> <li>c. Discharge Planning and facilitating services;</li> </ol> </li> <li>7. Performs other related tasks that maybe assigned by the immediate supervisor/higher superior.</li> </ol>

Interested and qualified applicants must submit the following documents to the Human Resource Management Section, 2nd Floor Administrative Building, Ospital ng Palawan on or before **December 21, 2017.**

Documents:

1. Application Letter addressed to Medical Center Chief
2. Duly Notarized Personal Data Sheet (Revised 2017)
3. Latest Individual Performance Commitment & Review (IPCR) - Jul-Dec 2016 & Jan to June 2017 -for transfer and promotional ONP applicants
4. Transcript of Records and Diploma
5. Authenticated Certificate of Eligibility/PRC ID/Board Rating
6. Certificate of Trainings/Seminars
7. Certificate of Employment
8. NBI Clearance & Barangay Clearance

Send to:  
Human Resource Management Section  
Second Floor, Administrative Building  
Ospital ng Palawan

Prepared by:

**MEIBA B. COS, RN**  
Administrative Officer V

Recommending Approval:

**GLORIA M. BAYABAN, MPM**  
Supervising Administrative Officer

Approved by:

**MELECIO N. DY, MD, MPH, CESE**  
Medical Center Chief I

