



January 29, 2004

Administrative Order **09**
Series of 2004

**SUBJECT: GUIDELINES IN THE SELECTION PROCESS AND
TOUR OF DUTY OF A SOCIAL WELFARE ATTACHE**

I. RATIONALE

The Department of Social Welfare and Development is now in the process of institutionalizing the deployment of Social Welfare Attaches in selected diplomatic posts thru the submission of an Executive Order creating an Office of a Social Welfare Attache (SWA) at selected Philippine embassies abroad for approval of the President.

This move has been inspired by the Department's experience with the Philippine Embassy in Malaysia where it deployed one SWA on August 26, 2002.

The presence of a SWA in diplomatic post in Malaysia demonstrated a coordinated and converged delivery of psychosocial services for OFWs and Filipino nationals abroad, especially for cases of trafficking and deportees. In her short stay at post, the SWA contributed in facilitating the safe return of numerous victims of trafficking and deportees to the Philippines. Considering the magnitude of OFWs in Malaysia and in other countries who need the assistance of the Department in coordination with the Department of Foreign Affairs, posting of a SWA is deemed imperative. Hence the need to come up with guidelines in the selection of a Social Welfare Attache.

II. RECRUITMENT AND SELECTION PROCESS

A. Announcement

Recruitment shall start six (6) months prior to the deployment of a Social Welfare Attaché. The schedule of the recruitment and selection shall be announced at DSWD Regional Offices to ensure a wider range for selection of applicants.

REPUBLIKA NG PILIPINAS
KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD
(DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT)
BATASAN PAMBANSA COMPLEX, CONSTITUTION HILLS
QUEZON CITY

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B. Submission of Application

All interested and qualified social workers shall submit their application to the Human Resource Management and Development Services (HRMDS) for first level of screening. The HRMDS shall post a deadline of submission of applications.

C. First Level of Screening

A broad-based selection shall be conducted from among the DSWD candidates applying for the deployment program. The HRMDS shall undergo the first level of screening and forward the result of their deliberation to the Task Force created under Administrative Order number 81, series of 2003 of the DSWD-Central Office.

The HRMDS shall be guided by the following qualification standards of social workers applying for the program:

- A DSWD permanent employee with positions of Social Welfare Officer V and above;
- Preferably one with earned Masteral units in International Studies, Law, Foreign Service and related Social Sciences;
- With experience in program and financial management and supervision for at least five (5) years ;
- Have served the DSWD for a period of at least ten (10) years;
- With a very satisfactory rating for the last two consecutive rating periods;
- Physically fit, mentally and emotionally mature;
- Have proficiency in written and oral communication in English;
- Computer literate; and
- For Malaysia post, preferably but not required, able to speak Tausog/Samal

D. Second Level of Screening

The HRMDS shall forward a short list of social workers for deployment to the Inter-Bureau Task Force which is in charge of the final selection of social worker/s for deployment abroad.

The Task Force shall be guided with the following qualifications and required technical expertise of social workers:

- With at least thirty-two (32) hours relevant training on psychosocial intervention to include gender and development, counseling, trauma stress and case management, therapy, networking, Critical Intervention and Stress De- briefing (CISD), etc.;
- With extensive and relevant experience in handling and managing cases of individuals (women, persons with disabilities) and families in difficult circumstances;
- Technically equipped in preparing project designs and preparing reports;
- Knowledgeable in planning and organizing, requiring an in depth understanding of its strategic direction and ability to integrate the DSWD's social services to the Philippine embassy's program;
- Proven ability to link with other agencies, particularly to link with Philippine government offices abroad and with other over-seas based Filipino organizations;
- Good interpersonal skills; demonstrated ability to work, able to establish and maintain effective partnership and working relationship within a multi-disciplinary team and multi-cultural, multi-ethnic environment;
- Good negotiation skills and proven ability to mediate and deal with senior officials;
- Demonstrated integrity and credibility in carrying his/her duties and responsibilities; and
- Can carry his/her function with professionalism.

The Task Force shall submit the final list of selected social worker/s to the Undersecretary for Programs and Policy Groups for endorsement / approval of the Secretary.

E. Endorsement to the Department of Foreign Affairs

The Secretary shall endorse the selected social worker/s and the country of his/her/ their posting to DFA for the latter's approval.

III. PREPARATIONS AND NOTIFICATION

- A. At least two (2) months prior to deployment, selected social workers shall be notified through their Director for the preparation of necessary requirements.
- B. Upon receipt of the notification, the concerned Bureau/Unit/Field Office Director shall execute an endorsement of the selected social worker.
- C. The social worker shall apply for an official passport and the cost of its application shall be charged against the pre-departure allowance as provided by the Department. Supporting documents for issuance of a passport include the following:
 - 3 copies of passport size picture
 - copy of passport or marriage contract for those without passports
 - Birth Certificate

IV. SPECIAL ORDER AND ACCREDITATION

Once all requirements are completed, DSWD shall execute a Special Order of the social worker, which shall be forwarded to DFA. A travel authority approved by the President shall cover the social worker's travel abroad.

The DFA shall facilitate necessary accreditation of the social worker through the host country.

V. TOUR OF DUTY

The Social Welfare Attaché shall stay at one post for a period of three years. He/she shall be entitled to fifteen days home leave every completion of one year tour, for update on social welfare and development policies and programs of the Department and for capability building activities.

VI. EFFECTIVITY

This order shall take effect immediately and revokes/ rescinds all previous orders inconsistent herewith.

Issued in Quezon City, this 6th day of February 2004.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development