



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
Batasan Pambansa Complex, Constitution Hills  
Quezon City  
Telephone No. 931-8101 to 07

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**Memorandum Circular**

No.     39    

Series of 2004

**SUBJECT: GUIDELINES IN THE SELECTION 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 by virtue of Executive Order 287, series of 2003 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 deportees and victims of trafficking 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 Attaché.

**II. RECRUITMENT AND SELECTION PROCESS**

*A. Announcement*

Recruitment shall start three (3) months prior to the deployment of a Social Welfare Attaché. The schedule of the recruitment and selection shall be announced at DSWD Central Office and Regional Offices to ensure a wider range for selection of applicants.

*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 Personnel Development Committee-Sub Committee of Technical Selection for Social Welfare Attache (PDC-SCTSWA) created under this order.

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

- Must be currently handling a position of SWO IV or V;
- **Work Experience** - must be on a permanent appointment with at least five (5) years of experience in program conceptualization and management specifically on welfare and/or employment related problems affecting overseas Filipinos;
- **Age** - must be thirty (30) years old and above as required by DFA;
- **Health Status** - must be in good health and mental condition (Certification may come from any I-Care Physician or Office Physician);
- **Training** - 32 hours of relevant of training;
- Must demonstrate culture sensitivity and preferably speaking the language of the country of assignment;
- **Language proficiency** - in written and spoken English;
- Very satisfactory performance for the last two (2) grading periods;
- Must have no pending local or foreign scholarship application;
- Must have no pending administrative or criminal charge;
- Must have rendered the required service obligation from the previous local or foreign scholarship grant

*D. Second Level of Screening*

a. **GOAL**

The main goal of creating a PDC-Sub Committee of Technical Selection for social workers to be deployed for the ISWS for OFWs and other Nationals is to establish a group that will further screen the candidates shortlisted by the Selection Board or PDC based on their knowledge, skills and attitudes required by the program.

At the same time, the selection process shall ensure transparency in accordance with policies and procedures.

**b. OBJECTIVES**

- (1) To ensure wider range of selection of applicants
- (2) To guarantee that the most qualified social workers are the ones deployed as Social Welfare Attaches to foreign posts

**c. COMPOSITION**

The Technical Selection Committee for ISWSFN shall be composed of the following:

1. Chair
  - Assistant Secretary preferably Assistant Secretary for Programs
2. Members

The Director or his/her representative SWO V of the following bureaus/unit:

- Social Technology Bureau
  - Program Management Operations Bureau
  - Social Welfare and Development Institute
  - Personnel Division
3. Secretariat
    - Division Chief, Career Planning and Development

*(Note: in the absence of the chair, the Directors can alternately serve as chair)*

**d. FUNCTIONS**

- (1) Generally, the PDC-Sub Committee on the Technical Selection shall screen and select from the shortlist of identified applicants based on the results of their examinations and deliberation at the 1<sup>st</sup> level conducted by the Selection Board, including physical/medical examination by an accredited government physician, institution.

Specifically, the PDC-Sub Committee Technical Selection Committee shall undertake the following activities:

- (a) Validate the applicants' capabilities and skills; emotional readiness; preparedness including that of their respective family/ies for overseas deployment; and
- (b) Endorse a final list of identified candidate for the Secretary's approval.

- (2) The PDC-Sub Committee shall ensure transparency by providing candidates the results/ranks indicating their scores or ratings. The name of selected worker shall be announced/circulated to DSWD Offices for two weeks for petition / appeal or confirmation.
- (3) The PDC-Sub Committee shall act on petitions/appeal within five (5) days after receipt of the petition/appeal. Only when it is proven valid, the petition/appeal will be the basis of the selected candidates' disqualification to the program. Thus, the one next in rank shall be considered.
- (4) The PDC-SCTSWA shall be guided with the following qualifications and required technical expertise of social workers, a tool qualifying these requirements is hereby attached:
  - 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 Incidents 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 utmost professionalism.

The name of the successful candidate shall be submitted 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/ies 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 worker/s 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/coach and monitor shall execute an endorsement of the selected social worker.
- C. The social worker shall apply for an official passport and the cost of which shall be borne her/himself. 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 for deployment of the social worker, to 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 post for a period of two years. He/she shall be entitled to fifteen days home leave for 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 19th day of October 2004.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary <sup>491</sup>  
Department of Social Welfare and Development

**A CERTIFIED COPY:**

  
**CARMELO F. ZAFRA**  
Chief, General Services Division  
and OIC, Records Unit

## ASSESSMENT TOOL FOR SOCIAL WELFARE ATTACHE

Directions: Please be guided by the following matrix tool in assessing the candidate for Social Welfare Attached post. The last column indicates the maximum point score given to a particular criteria. The candidate who gets the highest total score gets the highest priority.

Name of Applicant: \_\_\_\_\_

Office : \_\_\_\_\_

Required Criteria	Specific Indicators	Weight	Criteria Possessed by Applicant	Average Rating
A. Expertise	<ul style="list-style-type: none"> <li>▪ Training</li> </ul>	10	<ul style="list-style-type: none"> <li>▪ At least 32 hours Training on Psychosocial Interventions (GAD, Counselling, Stress and Case Management, Therapy) with original copy of certificate of attendance/participation</li> </ul>	10
			<ul style="list-style-type: none"> <li>▪ 20 hours training on the above</li> </ul>	8
			<ul style="list-style-type: none"> <li>▪ 10 hours training</li> </ul>	5
	<ul style="list-style-type: none"> <li>▪ Case Management</li> </ul>	10	<ul style="list-style-type: none"> <li>▪ With 5 years or more experience in case management of children, youth/women in especially difficult circumstances and was able to rehabilitate 75% of cases handled</li> </ul>	10
			<ul style="list-style-type: none"> <li>▪ with 3 years experience &amp; 50% rehabilitated cases</li> <li>▪ with 2 years experience &amp; 25% rehabilitated cases</li> </ul>	7 5
<ul style="list-style-type: none"> <li>▪ Planning / Organizing Work</li> </ul>	10	<ul style="list-style-type: none"> <li>▪ Highly efficient in planning and organizing work</li> </ul>	10	
		<ul style="list-style-type: none"> <li>▪ Develops a systematic plan of organization in the resolution of a given problem</li> <li>▪ Plans and organizes most aspects of work</li> <li>▪ Planning and organizing work limited to established procedures</li> </ul>	7 5 3	
<ul style="list-style-type: none"> <li>▪ Networking and Resource Mobilization/ Generation</li> </ul>	10	<ul style="list-style-type: none"> <li>▪ Established contacts and maintained partnership with 5 government agencies and 5 NGOs in addressing certain social problems</li> </ul>	10	
		<ul style="list-style-type: none"> <li>▪ Established 2 networks 1 GO &amp; 1 PO</li> <li>▪ Established contacts but not sustained overtime</li> </ul>	5 1	
<ul style="list-style-type: none"> <li>▪ Project Designing / Project Proposal Preparation / Documentation ⇒ Assessment of situation and determination of priorities</li> </ul>	5	<ul style="list-style-type: none"> <li>▪ Consistent observation and synthesis of relevant information in familiar situations and often in unfamiliar and complex situations.</li> </ul>	5	
		<ul style="list-style-type: none"> <li>▪ Fairly consistent in observation and synthesis of information as a useful basis for action.</li> </ul>	3	
		<ul style="list-style-type: none"> <li>▪ Inconsistent observation and synthesis of information.</li> </ul>	2	

<p><b>B. Interpersonal Relationships</b></p>	<ul style="list-style-type: none"> <li>▪ Criteria possessed by an applicant shall be supported by a certification highlighting the characteristics of the person / nominee.</li> </ul>	<p><b>15 points</b></p>		
	<p>a) Working along with colleagues &amp; others in a working situation</p>	<p>5</p>	<ul style="list-style-type: none"> <li>▪ Consistently productive relationships with professional and other co-workers, deals with conflict helpfully; stimulates others to work cooperatively.</li> <li>▪ Contributes to cooperative work in most situations particularly in problematic situations.</li> <li>▪ Fairly smooth working relationship. Does not arouse antagonisms or impede cooperative work and does not actively cooperative in problematic situations.</li> <li>▪ Create needless conflict which promotes ineffective service.</li> <li>▪ Impedes cooperative work, antagonizes others, creates conflict that adversely affects service to clients.</li> </ul>	<p>5 4 3 2 1</p>
	<p>b) Working relationships with clients</p>	<p>5</p>	<ul style="list-style-type: none"> <li>▪ Does not use her authority to exploit client.</li> <li>▪ Has tendency to exploit client for personal benefit.</li> </ul>	<p>5 0</p>
	<p>c) Treatment of Criticisms</p>	<p>5</p>	<ul style="list-style-type: none"> <li>▪ Graciously accepts weakness, reflects on it and do something about it/open for supervision</li> <li>▪ Grudging accepts weakness but does not do anything to correct same</li> <li>▪ Frowns at criticisms</li> </ul>	<p>5 3 0</p>



<b>C. Emotional Maturity</b>	a) Ability to think clearly & arrive at sound conclusions / decisions	15 points 7.5	<ul style="list-style-type: none"> <li>▪ Shows ability to think adequately between relevant and irrelevant details before arriving at sound conclusions. 7.5</li> <li>▪ Has some difficulty analyzing a variety of facts to arrive at sound conclusions 5</li> <li>▪ Tries to be logical in approach to problems 5</li> <li>▪ Is erratic in ability to reach logical conclusions 1</li> </ul>	
			b) Ability to act on own initiative	7.5
<b>D. Professionalism</b>		15 points	<ul style="list-style-type: none"> <li>▪ Protects the image of the Philippine and promote the cultural heritage of the Filipinos and has in depth awareness of the rights of individuals (colleagues/clients) in complex situations and consistently stands for them especially clients 15</li> <li>▪ Demonstrate highest form of integrity by living and practicing the ethical standard expected of a social worker and as a government employee. 10</li> <li>▪ Has a greater than usual sensitivity and respect to the rights of individuals. 7</li> <li>▪ In general is sensitive to the rights of individuals and takes a stand especially for clients in unusual situations. 5</li> <li>▪ Usually shows little concern for the rights of individuals especially clients. 3</li> </ul>	