



OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

FUNCTIONAL CHART

Social Welfare Officer III

1. Executes and implements policies administrative decisions on matters within the limits of delegated authority.
2. Implements welfare programs and services within the area of coverage.
3. Exercises over all supervision and management to meet target goals.
4. Supervises local workers, welfare aides and administrative staff in the performance of their duties and assigns workloads to insure equitable and proper distribution of work among personnel.
5. Maintains cooperative and harmonious relationship with other entities and agencies, private and public in promoting social welfare and development within the area coverage.
6. Conducts community surveys as basis for planning and services delivery.
7. Conducts regular supervisory conferences for staff development and more effective program interpretation and implementation.
8. Prepares required reports.
9. Conducts orientation, on the job training and supervises filed placement of social work students.
10. Performs other related functions.

Social Welfare Officer I

1. Conduct researches on available records relating to social development.
2. Interprets social service programs based on existing conditions in the municipality.
3. Coordinates with other leading agencies in maintaining and applying duly approved social service objectives in family planning, nutrition and other social services base on the municipal overall program objectives as identified with national goals.
4. Promotes the nutrition program of the government through the conduct of relevant conferences and informational bulletin with the assistance of their government agencies for proper understanding and application of the primary objectives of the program.
5. Does other related work.

Social Welfare Assistant

1. Organize youth and motivate to participate in grouped social income-producing project/activities. Coordinate with direct service worker of local DSWD and other agencies involved in the community work.
2. Formulate, supervise and evaluate youth program for development in the barangay/municipality/city level based on individual and community work.
3. Initiate, supervise and evaluate youth projects and activities in the coverage.
4. Assist in the training, seminars for OSYs in such program as PASE, SEAP management of SEA projects; submit regular report in the program.
5. Conduct leadership training, programs for youth development leaders and other OSYs under supervision.
6. Does other related work.

Social Welfare Aide

1. Update and keep records of the office.
2. Collect rollback of self-employment assistance program in the various barangays and prepare monthly report of the same.
3. Type/encode reports and documents in the office.
4. Assist in interviewing walk-in clients and prepare case study when necessary.
5. Perform other tasks as maybe required by the head of office of the MSWD.

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO)
External Services

- 1. Provision of Assistance for Individuals in Crisis Situations (AICS)**
- 2. Emergency Shelter Assistance (ESA)**
- 3. Issuance of Social Case Study Report (SCSR)**
- 4. Provision of Assistance for Children in Conflict with the Law (CICL), Child Abuse (CA), Violence against Women and Children (VAWC)**
- 5. Issuance of Identification (ID) Cards for Senior Citizens, Person with Disability (PWD) and Solo Parents**
- 6. Certification of Senior Citizen's ID (For the nearest kin for employment abroad)**
- 7. Issuance of Solicitation Permit**
- 8. Issuance of Certificate of Indigency**

