

## TERMS OF REFERENCE

**Position : MANPOWER DEVELOPMENT OFFICER I (Commercial Arts Instructor)**

**Salary Grade: 11**

**Location: DSWD FO IX – Centers and Residential Care Facilities**

**Reports to: Vocational Training Supervisor and Center Head**

**Positions Supervised : None**

### QUALIFICATION GUIDE

**Civil Service Commission (CSC)- Prescribed Qualification Standards**

<b>Education</b>	<b>:</b>	<b>Bachelor's Degree ( BSHEED- Major in Home Economics Education)</b>
<b>Training</b>	<b>:</b>	<b>36 Hours with NC II</b>
<b>Experience</b>	<b>:</b>	<b>1 year relevant experience</b>
<b>Eligibility</b>	<b>:</b>	<b>R.A 1080 and/ or CSC Professional Level</b>

### **FUNCTIONS/DUTIES AND RESPOSIBILITIES:**

- 1. Prepare/ enhance/improve the different learning Modules along Commercial Arts;**
- 2. Administer oral and written test to determine client's potentials for a particular trade**
- 3. Provides practical skills training activities to Persons with Disabilities along Commercial Arts**
- 4. Provides supervision and technical inputs to PWDs on theories and hands – on activities along Commercial Arts;**
- 5. Prepares and demonstrates teaching aids, devices, methods and techniques to be used in the vocational training suited to individuals and group needs;**
- 6. Conducts counselling sessions with trainees relative to their knowledge, skills and attitude towards training;**
- 7. Coordinates with the Rehabilitation Team Members on problems and concerns of difficult cases;**
- 8. Prepares and submits Modular Reports and other required reports**
- 9. Maintains classroom, tools and equipment needed for effective learning and skills acquisition;**
- 10. Assesses the efficacy of teaching and learning process and adopt strategies for the improvement of the Commercial Arts Training Program**
- 11. Maintains and develops working relationship with GOs, NGOs and other private establishments for the effective and efficient service delivery**
- 12. Refer and Monitor client's progress while on experiential learning under actual work setting/OJT**
- 13. Perform other related tasks as may be assigned.**

## TERMS OF REFERENCE

**Position :** MANPOWER DEVELOPMENT OFFICER I.(Computer Instructor)  
**Salary Grade:** 11  
**Location:** DSWD FO IX – Centers and Residential Care Facilities  
**Reports to:** Vocational Training Supervisor and Center Head  
**Positions Supervised :** None

### QUALIFICATION GUIDE

**Civil Service Commission (CSC)- Prescribed Qualification Standards**

<b>Education</b>	:	Bachelor's Degree ( BS Computer Science – Major in Software Technology).
<b>Training</b>	:	36 Hours with NC II
<b>Experience</b>	:	1-year relevant experience
<b>Eligibility</b>	:	R.A 1080 and/ or CSC Professional Level

### **FUNCTIONS/DUTIES AND RESPONSIBILITIES:**

1. Prepare/ enhance/improve the different learning Modules along Basic Computer;
2. Administer oral and written test to determine client's potentials for a particular trade
3. Provides practical skills training activities to Persons with Disabilities along Basic Computer
4. Provides supervision and technical inputs to PWDs on theories and hands – on activities along Basic Computer;
5. Prepares and demonstrates teaching aids, devices, methods and techniques to be used in the vocational training suited to individuals and group needs;
6. Conducts counselling sessions with trainees relative to their knowledge, skills and attitude towards training;
7. Coordinates with the Rehabilitation Team Members on problems and concerns of difficult cases;
8. Prepares and submits Modular Reports and other required reports
9. Maintains classroom, tools and equipment needed for effective learning and skills acquisition;
10. Assesses the efficacy of teaching and learning process and adopt strategies for the improvement of the Basic Computer Training Program
11. Maintains and develops working relationship with GOs, NGOs and other private establishments for the effective and efficient service delivery
12. Refer and Monitor client's progress while on experiential learning under actual work setting/OJT
13. Perform other related tasks as may be assigned.

## TERMS OF REFERENCE

**Position :** MANPOWER DEVELOPMENT OFFICER I (Garments Tech. Instructor)  
**Salary Grade:** 11  
**Location:** DSWD FO IX – Centers and Residential Care Facilities  
**Reports to:** Vocational Training Supervisor and Center Head  
**Positions Supervised :** None

### QUALIFICATION GUIDE

**Civil Service Commission (CSC)- Prescribed Qualification Standards**

<b>Education</b>	<b>:</b>	Bachelor's Degree ( BSIE- Major in Garments Textile and Technology)
<b>Training</b>	<b>:</b>	36.Hours with NC II
<b>Experience</b>	<b>:</b>	1 year relevant experience
<b>Eligibility</b>	<b>:</b>	R.A 1080 and/ or CSC Professional Level

### **FUNCTIONS/DUTIES AND RESPOSIBILITIES:**

1. Prepare/ enhance/improve the different learning Modules along Garments Technology;
2. Administer oral and written test to determine client's potentials for a particular trade
3. Provides practical skills training activities to Persons with Disabilities along Garments Technology
4. Provides supervision and technical inputs to PWDs on theories and hands – on activities along Garments Technology;
5. Prepares and demonstrates teaching aids, devices, methods and techniques to be used in the vocational training suited to individuals and group needs;
6. Conducts counselling sessions with trainees relative to their knowledge, skills and attitude towards training;
7. Coordinates with the Rehabilitation Team Members on problems and concerns of difficult cases;
8. Prepares and submits Modular Reports and other required reports
9. Maintains classroom, tools and equipment needed for effective learning and skills acquisition;
10. Assesses the efficacy of teaching and learning process and adopt strategies for the improvement of the Garments Technology Training Program
11. Maintains and develops working relationship with GOs, NGOs and other private establishments for the effective and efficient service delivery
12. Refer and Monitor client's progress while on experiential learning under actual work setting/OJT
13. Perform other related tasks as may be assigned.



## TERMS OF REFERENCE

Position:	<b>Sign Language Instructor</b>
Salary Grade:	<b>11</b>
Status:	<b>Honorarium</b>
Office:	<b>Area Vocational Rehabilitation Center III - DSWD</b>
<b>QUALIFICATION GUIDE</b>	
<i>CSC-Prescribed QS (To be used as needed only)</i>	
<b>Education:</b>	<b>Special Tertiary Education Program (STEP) – College of Teacher Education, WMSU, Zamboanga City</b>
<b>Training:</b>	<b>1. Basic Sign Language Training</b> <b>2. Intermediate Sign Language Training</b> <b>3. Intermediate Sign Language Training Level 1</b> <b>4. Intermediate Sign Language Training Level H</b> <b>5. Basic Sign Language Training – 80 hours Training Sessions</b>
<b>Experience:</b>	<b>1. Administrative Aide III – WMSU – January 2, 2007 to March 15, 2018</b> <b>2. Instructor on Basic Sign Language – AVRC III – March 16, 2018 to December 31, 2020</b>
<b>Functions:</b>	
<ol style="list-style-type: none"> <li>1. Teaches Basic Sign Language, Basic English, Basic Math and Song and Dance Interpretation in Sign Language to clients with Hearing Impairment.</li> <li>2. Acts as Sign Language Interpreter during Center's activities.</li> <li>3. Assists other staff in communicating with H.I. clients inside and outside the Center.</li> <li>4. Assists Pre-Voc. Team Leader with visual impairment in formatting and printing documents.</li> <li>5. Assists other V.I. staff in their clerical works.</li> <li>6. Assists the OJT/employment monitoring visits, home visitation, medical/dental concerns involving clients with hearing impairment.</li> <li>7. Perform administrative work as directed by the center head and other senior staff.</li> </ol>	

## TERMS OF REFERENCE

Position:	<b>Braille and Harmonics Instructor</b>
Salary Grade:	<b>11</b>
Status:	<b>Honorarium</b>
Office:	<b>Area Vocational and Rehabilitation Center III - DSWD</b>
<b>QUALIFICATION GUIDE</b>	
<i>CSC-Prescribed QS (To be used as needed only)</i>	
<b>Education:</b> Bachelor of Elementary Education major in Special Education College of Teacher Education, WMSU, Zamboanga City	
<b>Training:</b>	
<b>Experience:</b> Instructor on Braille and Harmonics at AVRC III from March 12, 2018 – June 5, 2020	
<b>Functions:</b> <ol style="list-style-type: none"><li>1. Teaches basic reading and writing using the braille system to client with visual impairment.</li><li>2. Teaches basic mathematics to clients with visual impairment using the system of Abacus.</li><li>3. Teaches citizenship focusing on Knowing government program and services.</li><li>4. Teaches Harmonics to all clients undergoing the pre-vocational rehabilitation phase</li><li>5. Provides musical accompaniment during the conduct of regular convocation, monthly spiritual nourishment including indoor and outdoor activities of the center.</li><li>6. Facilitates the inclusion/participation of the clients in rendering musical services to other DSWD centers/facilities/institution including other agencies/NGOs needing the same.</li><li>7. Prepare and submit pertinent reports.</li></ol>	

## TERMS OF REFERENCE

<b>Position:</b>	<b>Orientation and Mobility Instructor</b>
<b>Salary Grade:</b>	<b>11</b>
<b>Status:</b>	<b>Honorarium</b>
<b>Office:</b>	<b>Area Vocational and Rehabilitation Center III - DSWD</b>
<b>QUALIFICATION GUIDE</b>	
<i>CSC-Prescribed QS (To be used as needed only)</i>	
<b>Education:</b> Bachelor of Elementary Education major in Special Education College of Teacher Education, WMSU, Zamboanga City	
<b>Training:</b>	
<b>Experience:</b> Teacher - Yogi Learning Center Foundation Inc. (June 2018-March 2019) OM Instructor – AVRC III – October 2019 – June 2020	
<b>Functions:</b> <ol style="list-style-type: none"><li>1. Teaches orientation and mobility to clients with visual impairment.</li><li>2. Facilitate the participation of clients with visual impairment during indoor and outdoor activities.</li><li>3. Provide live assistance service to clients with visually impairment, particularly in the reading of printed documents.</li><li>4. Facilitate the conduct of White Cane Safety Day Celebration.</li><li>5. Prepare and submit pertinent reports.</li><li>6. Performs administrative work as directed by the center head and other senior staff.</li><li>7. Perform other function as directed.</li></ol>	