



### PERSONAL INFORMATION:

Name : Alberto, John Carlo Cuevo  
Current Address : 482 Pamaldan, Cabanatuan City, Nueva Ecija, Philippines  
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E-mail Address : johncarloalberto@gmail.com  
Skype ID : live:.cid.f4c609ceb71dd902  
Age : 28  
Date of Birth : 12 December 1995  
Civil Status : Single  
Gender : Male

### EDUCATION:

#### MASTER'S

Degree : Master of Arts in Social Work  
University : University of Northern Philippines  
Full Address : Tamag Vigan City, Ilocos Sur, Philippines  
Period Attended : 2018 - 2023  
Date of Graduation : 17 June 2023

#### COLLEGE

Diploma : Bachelor of Science in Social Work  
University : College of the Immaculate Conception  
Full Address : Sumacab Este Cabanatuan City, Nueva Ecija Philippines  
Period Attended : 2012-2016  
Date of Graduation : 01 April 2016

#### SECONDARY

School : Marciano del Rosario Memorial National High School  
Full Address : Pamaldan, Cabanatuan City, Nueva Ecija, Philippines  
Period Attended : 2008 - 2012

#### ELEMENTARY

School : Marciano del Rosario Memorial Elementary School  
Full Address : Pamaldan, Cabanatuan City, Nueva Ecija, Philippines  
Period Attended : 2001 - 2008

### PHILIPPINE PROFESSIONAL REGULATION COMMISSION - LICENSE DETAILS:

**License Number: 0026935**

**Date of Issue:** 18 August 2017

**LISTING OF TRAINING RECEIVED/SEMINARS ATTENDED:**

- **Roll-Out Training On Kalusugan At Nutrisyon Ng Mag-Nanay**  
15 – 17 November 2023  
Conducted by DSWD Field Office III
- **Roll Out Training On Case Management Supervision Cum Wellness Training For Pantawid Pamilyang Pilipino Program Supervisors And Focals**  
07 – 10 November 2023  
Conducted by DSWD Field Office III
- **Roll-Out Training On Groupwork And Community Organizing In Kilos-Unlad Strategy**  
24 – 27 October 2023  
Conducted by DSWD Field Office III
- **Roll-Out Training On The Family Development Session Seven (7) Year Transformative Learning Path**  
21 – 22 September 2023  
Conducted by DSWD Nueva Ecija
- **Training Of Trainers On The Famil Development Session Seven (7) Year Transformative Learning Path**  
01 – 03 August 2023  
Conducted by DSWD Field Office III
- **Training On Personal Gender Journey**  
06 – 07 July 2023  
Conducted by DSWD Nueva Ecija
- **Trainers' Training On Group Work Process And Community Organizing Approach In Kilos Unlad Strategy**  
05 – 09 June 2023  
Conducted by DSWD National Program Management Office
- **Seed Program: Case Management Training For Non-Registered City/Municipal Links**  
26 – 27 April 2023  
Conducted by DSWD Nueva Ecija
- **Training On Counseling And Solution-Focused Family Therapy (Batch 2)**  
18 – 21 April 2023  
Conducted by DSWD Field Office III
- **Cultivating Wellness: Eight Dimensions Of Staff Well-Being Training**  
22 – 24 March 2023  
Conducted by DSWD Field Office III
- **Training Of 4Ps Supervisors: Family Development Session (FDS) On Tuberculosis Awareness**  
14 – 17 February 2023  
Conducted by DSWD Field Office III and Department of Health
- **Training On The Use Of Financial Literacy Manual For Pantawid Pamilyang Pilipino Program Staff**  
08 – 11 November 2023  
Conducted by DSWD Field Office III
- **Kilos-Unlad Social Case Management And Electronic Case Management System (E-CMS) Training**  
27 – 29 July 2022  
Conducted by DSWD Field Office III

- **Training Of Supervisors On The Supplemental Materials For The Nutrition of Mother and her Children (*Kalusugan Ng Mag-Nanay*)**  
10 – 13 May 2022  
Conducted by DSWD Field Office III and United Nations Children’s Fund
- **Agapay: Helping Interventions On Parenting And Caregiving In This Pandemic**  
04 – 05 April 2022  
Conducted by DSWD Field Office III and Peace Corps
- **Learning Sessions On Digital Transformation In The Workplace**  
04 November 2021  
Conducted by DSWD Field Office III
- **Kilos Unlad: 7-Year Social Case Management Strategy Roll Out Training For All City / Municipal Links**  
18 – 22 October 2021  
Conducted by DSWD Nueva Ecija
- **Webinar Series On Productivity And Quality Frameworks In The Public Sector**  
15 October 2021  
Conducted by Development Academy of the Philippines
- **Good Practice Documentation Re: Learning And Development Intervention On Technical Writing And Group Process Facilitation**  
18 – 20 August 2021  
Conducted by DSWD Field Office III
- **Women’s And Children’s Law And Referral Pathways For Pantawid Pamilya Staff**  
16 – 29 June 2021  
Conducted by DSWD Field Office III
- **Enhanced Family Development Session - Tuberculosis Module**  
8 November 2019  
Conducted by Department of Health Field Office III & DSWD Nueva Ecija
- **Skills Enhancement On The Management Of Children In Conflict With The Law**  
5 – 6 September 2019  
Conducted by DSWD Nueva Ecija
- **Gender Responsive Case Management Roll-Out Training**  
24 – 26 April 2019  
Conducted by DSWD Nueva Ecija
- **Training On The Use Of Family Development Sessions Supplemental Modules**  
17 – 20 July 2018  
Conducted by DSWD Field Office III
- **Interactive And Experiential Learning On Gender Sensitivity For Pantawid Staff**  
22 – 25 May 2018  
Conducted by DSWD Field Office III
- **Training On E-Case Management System & Priority Integration Of Convergence Approach And Community Organizing**  
3 – 6 December 17  
Conducted by DSWD Field Office III
- **Social Worker's Seminar-Forum In Handling/Management Of HIV Cases Cum General Assembly**  
31 August 2017  
Conducted by Philippine Association of Social Workers, Inc. - Nueva Ecija

**PRECISE DETAILS OF SPECIFIC PRACTICE PLACEMENTS UNDERTAKEN,  
INCLUDING NUMBER OF HOURS PER PLACEMENT:**

Name of Placement Site: **Psycho-Social Intervention Unit (Drop-In Center)**

Location: City Social Welfare and Development Office – City Government of Cabanatuan City, Nueva Ecija Philippines

Type of Placement: **Case Work**

Dates: July – August 2015

Number of Hours: 250 hours

Role and Responsibilities: Under the supervision of a Registered Social Worker, worked with male clients under temporary shelter, care and protection and their families. Assigned to five (5) cases of the following: children in conflict with the law, children victims of physical, sexual, emotional/psychological abuse, trafficking, neglect, and male clients while the proper disposition of their case is determined. Helped assess their needs, develop and implement intervention plans, and provide support to help clients address various social, emotional, and psychological issues with a focus on building a therapeutic and supportive relationship with their clients to help them improve their well-being and quality of life.

Name of Placement Site: **Person-with-Disabilities Affairs Office**

Location: City Social Welfare and Development Office – City Government of Cabanatuan City, Nueva Ecija Philippines

Type of Placement: **Group Work**

Dates: September – October 2015

Number of Hours: 250 hours

Role and Responsibilities: Under the supervision of a Registered Social Worker, implemented a range of tasks and duties aimed at providing support and advocacy for individuals with disabilities. These responsibilities often involve working with persons with disabilities in Barangay Imelda, Cabanatuan City Nueva Ecija Philippines, and addressing various aspects of disability-related services and issues. Organized the group following the social group work processes, and assisted in Group Facilitation, Needs Assessment, Advocacy and Support, Planning, Empowerment Education, and Awareness.

Name of Placement Site: **Barangay Poblacion South, Gabaldon Nueva Ecija**

Location: Local Government of Gabaldon, Nueva Ecija Philippines

Type of Placement: **Community Organizing**

Dates: December 2015 – March 2016

Number of Hours: 500 hours

Role and Responsibilities: Under the supervision of a Registered Social Worker, facilitated community development and empowerment among vulnerable families. Organized and mobilized Pantawid Pamilya beneficiaries for collective action, collaboration, and participation in development initiatives. Conducted surveys, interviews, and assessments to identify the specific needs, challenges, and aspirations of the Pantawid Pamilya beneficiaries and the community at large. Developed and facilitated workshops, training sessions, and capacity-building activities to enhance the skills, knowledge, and self-reliance of beneficiaries. Plan and conduct community meetings to foster dialogue and collaboration among beneficiaries. Address community concerns and establish a forum for open communication. Developed and empowered community leaders and assisted in the implementation of the plan of action for the community and linked them to stakeholders to ensure the effective implementation of the activities. Lastly, assisted the community in developing sustainability plans for their projects, including strategies for long-term maintenance and growth.

## **DETAILED EMPLOYMENT HISTORY (MOST RECENT FIRST):**

Name of Organization: **Department of Social Welfare and Development – Field Office III**

Full Address: **Government Center, Maimpis City of San Fernando, Pampanga, Philippines**

Job Title: **Social Welfare Officer III**

Employment Period: **26 February 2022 - Present**

Precise duties and responsibilities undertaken: In this role, I am currently supervising 34 City/Municipal Links managing over 14, 000 caseload/households. I have a multifaceted set of responsibilities that revolve around managing and overseeing various aspects of a program aimed at improving community well-being. These responsibilities encompass the following key areas:

- **Budget and Proposal Management:** I review, consolidate, and provide valuable insights into the activity proposals and budgetary requirements submitted by the Municipal Links within the cluster. This process ensures the effective allocation of resources and supports the successful implementation of activities.
- **Activity Supervision:** I play a crucial role in supervising and monitoring the execution of approved activities, ensuring they align with the designated schedules and financial plans.
- **Technical Assistance:** I provide technical support to Municipal Links through consultation, meetings, dialogues, case conferences, and spot checks. This assistance is essential in helping them adhere to procedural guidelines and program policies, fostering their professional development.
- **Compliance Oversight:** I closely monitor and ensure the compliance of Local Government Units and partner agencies with the supply-side requirements of the program. This helps maintain the program's integrity and effectiveness.
- **Resource Operation Monitoring:** I oversee the operation of key systems at the cluster level, ensuring their optimal use and functionality.
- **Data and Information Tracking:** I keep a meticulous record of updates per municipality, including registration and enrollment data, household attendance at Family Development Sessions, compliance verification results, and summaries of submitted forms. Additionally, I maintain a library of schools and health centers, track grievances and complaints, and facilitate service convergence.
- **Case Management:** I facilitate and provide supervision to City/Municipal Links in conducting case management for households facing challenges, such as dysfunctional family dynamics, child and women abuse cases, child conflicts with the law, and marital conflicts. This is vital for providing necessary support and intervention.
- **Stakeholder Coordination:** I maintain close coordination with key partner agencies, Local Government Units (LGUs), and other stakeholders at the municipal level, working through the Municipal Links. This coordination helps with compliance verification, the alignment of support services, and meeting program requirements.
- **Accomplishment Reporting:** I consolidate and provide insights on the accomplishments, issues, and recommendations submitted by the Municipal Links. This reporting aids in assessing the program's progress and identifying areas for improvement.
- **Performance Evaluation:** I facilitate the performance evaluation of the Municipal Links, ensuring that their contributions are recognized and that they have opportunities for professional growth.

Name of Organization: **Department of Social Welfare and Development – Field Office III**

Full Address: **Government Center, Maimpis City of San Fernando, Pampanga, Philippines**

Job Title: **Project Development Officer II / Municipal Link**

Employment Period: **10 April 2017 – 25 February 2022**

Precise duties and responsibilities undertaken: As a Municipal Link assigned in Cuyapo, Nueva Ecija Philippines, I had the privilege to work as program implementor of the Pantawid Pamilyang Pilipino Program as the conditional cash transfer program, which is designed to provide financial assistance to poor and vulnerable households while also encouraging them to invest in the health and education of their children. I became a Case Manager for almost 800 households where in this role, the primary responsibilities encompass a range of activities aimed at supporting and facilitating the well-being and development of families and individuals. These tasks involve a combination of administrative, coordination, and social service functions.

The key duties include:

- Organizing and leading monthly Family Development Sessions, serving as a resource person to impart knowledge and guidance to beneficiaries.
- Coordinating with various partners to ensure the smooth execution of Family Development Sessions and preparing comprehensive documentation reports to record the proceedings.
- Overseeing the distribution and collection of Compliance Verification Forms, monitoring these activities to ensure accuracy and completeness.
- Preparing and completing Compliance Verification Form 4, which serves as the basis for disbursing cash grants to beneficiaries.
- Assisting beneficiaries in updating their documents, reviewing their submissions, and monitoring progress toward addressing their concerns.
- Mediating and resolving grievances expressed by beneficiaries, fostering a harmonious and supportive environment.
- Reviewing and monitoring complaints received through the Social Welfare Assistant and taking necessary action as required.
- Ensuring beneficiaries receive their allocated cash grants in a timely manner, addressing any issues that may arise.
- Profiling beneficiaries, parent leaders, and stakeholders to better understand their needs and preferences.
- Collaborating closely with key partners to deliver programs and services aligned with the outcomes of Social Welfare and Development Indicators.
- Handling and referring special cases related to child protection and gender-based violence, demonstrating a commitment to safeguarding vulnerable individuals.
- Preparing and submitting essential reports associated with these special cases to relevant authorities.
- Conducting case management in close coordination with the Local Social Welfare and Development Officer, the Philippine National Police, and the Department of Social Welfare and Development.
- Serving as the secretariat for Municipal Advisory Council meetings, facilitating communication and organization of important community events.
- Providing regular and comprehensive quarterly reports to assess and communicate the progress and outcomes of the program.
- Preparing and submitting performance contracts and evaluations to evaluate and improve the quality of services provided.
- Fulfilling any other related tasks as required to support the overall mission of the organization and its commitment to community development and welfare.

## **FURTHER INFORMATION TO SUPPORT YOUR APPLICATION:**

I have acquired proficient report-writing skills, communication, and interpersonal skills through my education and professional experience. This includes the ability to prepare social case studies, intervention plans, progress reports, and other pertinent reports required for the job. My extensive experience has equipped me with a wealth of skills and insights that align with the requirements of this role including but not limited to assessment, counseling and support, case management, advocacy, and working with individuals, groups, and communities.

I began as a Municipal Link in April 2017, where I refined my skills in project coordination, partnership building, and community engagement. My dedication and contributions led to my promotion to Social Welfare Officer III in January 2022, expanding my responsibilities. I was able to provide client assistance, ensuring individualized support through the Case Management Process. I've improved communication and coordination with partners, created referral networks, and developed strong skills in information gathering and documentation. Additionally, I've been actively involved in enhancing referral pathways and monitoring for those affected by Child Abuse and Gender-Based Violence. I've also provided technical assistance to colleagues and clients, fostering their professional growth and success in the field.

I am a proud member of the Philippine Association of Social Workers (PASWI). This membership is a testament to my commitment to the social work profession and my dedication to its ethical standards and principles.

Lastly, I also hold a valid Philippine car driver's license.