

**MUTYA, GRACE MAGNAYE**

3337 Winland Tower Residence  
 45 Tomas Morato Avenue  
 Kristong Hari, Quezon City 1112  
 Mobile Number: +639087419490 / +639276061479  
 Email Address: gmmutya@gmail.com  
 Skype ID : grace.mutya



**OBJECTIVE** To work in a highly recognized organization or institution in providing development works, wherein I can also utilize the broad range of my training and working experiences.

**SKILLS AND COMPETENCIES**

Case Management • Project Management • Community Driven Development • Human Resource Management and Supervision • Technical Writing • Database Management • Capacity Building

**WORK EXPERIENCES:**

- |                                     |   |
|-------------------------------------|---|
| <b>Inclusive Date:</b>              | <b>January 6, 2021 - Present</b>  |
| <b>Company:</b>                     | <b>February 13, 2020 – June 2020</b>  |
| <b>Address:</b>                     | <b>Department of Social Welfare and Development - KALAH I CIDSS NCDDP</b>   |
| <b>Position:</b>                    | <b>IBP Road, Batasan Complex, Batasan Hills Quezon City</b>   |
| <b>Duties and Responsibilities:</b> | <ul style="list-style-type: none"> <li>▪ <b>Project Development Officer IV – Capability Building</b></li> <li>▪ Formulate and draft training, proposal and design and module</li> <li>▪ Execute, monitor and provide technical assistance to the assigned region in the implementation of training plans</li> <li>▪ Monitor and conduct regular counter-checking of data in the Capability Building Database and Management System (CBDMS)</li> <li>▪ Provide Technical Assistance requirements through field visits, coaching and tactic sessions, demonstrations and attendance at the Regional Program Management Team meetings and facilitate resolution of Regional Concerns</li> <li>▪ Perform other related tasks as may be assigned by the National Program Manager which includes but not limited to guidelines and policy formulation</li> </ul>  |
| <b>Inclusive Date:</b>              | <b>July 1, 2020 – December 31, 2020</b>   |
| <b>Company:</b>                     | <b>Department of Social Welfare and Development - KALAH I CIDSS NCDDP</b>   |
| <b>Address:</b>                     | <b>IBP Road, Batasan Complex, Batasan Hills Quezon City</b>   |
| <b>Position:</b>                    | <b>Division Head – Balik Probinsya Bagong Pag-asa Program</b>   |
| <b>Duties and Responsibilities:</b> | <ul style="list-style-type: none"> <li>▪ Provide technical oversight, guidance and ensure timely implementation of the program</li> <li>▪ Update the Deputy and National Program Manager of the program outputs, status of implementation and recommend technical inputs for policy discussion and enhancement.</li> <li>▪ Coordinate with respective OBSUs and agencies' focal person regarding program processes, policies and emerging implementation concerns</li> <li>▪ Supervise and provide technical assistance to the Balik Probinsya Staff</li> <li>▪ Coordinate and provide guidance to the field office focal person in the implementation of the program</li> <li>▪ Perform other related tasks as may be assigned by the National Program Manager</li> </ul>  |
| <b>Inclusive Date:</b>              | <b>August 2014 – December 2018</b>  |
| <b>Company:</b>                     | <b>Department of Social Welfare and Development - KALAH I CIDSS NCDDP</b>   |
| <b>Address:</b>                     | <b>IBP Road, Batasan Complex, Batasan Hills Quezon City</b>   |
| <b>Position:</b>                    | <b>Project Development Officer IV – Deputy National Coordinator for BUB Initiatives</b>   |
| <b>Duties and Responsibilities:</b> | <ul style="list-style-type: none"> <li>▪ Facilitate consolidation of regional issues and concerns, synthesis of learning and sharing of lessons from project implementation and facilitate regional field reports for controlling and flagging and provision of feedback to the national program coordinator</li> <li>▪ Assist the BUB National Project Coordinator in the preparation of technical documents, progress report and other project information for the DSWD OBSUs and oversight agencies</li> <li>▪ Facilitate preparation of Monitoring and Technical Assistance (MATA) agenda on a quarterly basis along with CDD Engineering, Finance and Procurement Units and provide the identified TA requirement to Regional Project Management Team (RPMT) and other stakeholders</li> <li>▪ Assist National Project Coordinator in planning and conduct of mid-year and annual reviews</li> <li>▪ Ensure provision of TA requirement through field visit, coaching and tactic session, demonstration and attendance to RPMT meeting and facilitate resolution of Regional Concerns</li> <li>▪ Perform other related tasks as may be assigned by the Project Coordinator [Disaster-related task, GAD]</li> </ul> |
| <b>Inclusive Date:</b>              | <b>August 2012 – May 2014</b>   |
| <b>Position:</b>                    | <b>Project Development Officer IV – Convergence Focal, Poverty Reduction Program Bureau</b>   |

<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Assist the Poverty Reduction Programs Bureau Director in ensuring that the Convergence Strategy is carried out efficiently and effectively by the NPMOs and Regional Offices</li> <li>▪ Monitor the implementation of the Convergence Strategy thru the review of accomplishments of the Municipal Action Plans</li> <li>▪ Analyses and provides technical assistance based on the Social Welfare Indicators' results for program planning and management</li> <li>▪ Coordinates and liaises with the technical staff at the NPMOs and Regional Offices on a various convergence strategy</li> <li>▪ Reviews and analyses fund requests of the regions for concerns on convergence</li> <li>▪ Reviews and analyses reports and makes the necessary recommendations as the basis of the PRPB Director in decision-making and/or further policy recommendations</li> <li>▪ Performs other ad hoc tasks as may be assigned by the PRPB Director [Camp Management, Rapid Assessment, Disaster-Related Works, Special Concerns: GAD, Displaced Families – Saba, BUB and other Sectoral Concerns]</li> </ul>
<b>Inclusive Date:</b>	<b>January 2012 – July 2012</b>
<b>Position:</b>	<b>June 2011 – December 2011</b>
<b>Duties and Responsibilities:</b>	<p><b>Project Development Officer III: Registration and Cash Card Processing Unit Head</b> <b>: Beneficiary Update System Unit Head</b></p> <ul style="list-style-type: none"> <li>▪ Monitor and supervise the Registration process and activities in all the 17 Regions including coordination of schedule of conduct of community assembly, registration and submission of LBP Forms with Cash Card Mode of Payment thru the Regional Beneficiary Data Officer (RBDO); Coordinate with all the Field Offices on Updates issues and concerns thru the Regional Focal Person on Updates and/or the Regional Focal Person</li> <li>▪ Ensure data integrity in the system by (a) verifying and validating the submitted Updates by the Field Offices (FO) for the final approval of the Project Manager (b) conducting an accuracy check on database and data entry application and printed LBP forms</li> <li>▪ Review and confirm the newly approved eligible households by the Regional Director in the database and facilitate the preparation of the Notice of Approved Payroll Action for the initial payment of the newly registered households</li> <li>▪ Analyze trends in updating/registration reporting and identify strategies to address prevailing problems and coordinate regularly with the ICTMS, CVS, GRS, and other units regarding registration and cash card processing concerns for the resolutions of the issues and concerns covered by the respective units</li> <li>▪ Assist the Division Head in the operations and helps in the preparation of quarterly, bi-monthly, and semestral reports, communications to partners and stakeholders, the conceptualization of new guidelines and policies</li> <li>▪ Provide technical assistance to the FOs, Municipal/City Links and Parent Leaders in gathering, processing, recording and encoding registration and validation forms</li> <li>▪ Track registration and updating progress, supervise and gives technical assistance to the Project Development Officer II, CO I and (80) Encoders as the need arises</li> </ul>
<b>Inclusive Date:</b>	<b>April 2011 – June 2011</b>
<b>Company:</b>	<b>Virianie Foundation</b>
<b>Address:</b>	<b>4055 Yague St., Brgy. Singkamas, Makati City, Philippines 1204</b>
<b>Position:</b>	<b>Residential Social Worker</b>
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Assist the immediate supervisor and prepare the case study report of the child and other relevant documents needed in the pre-adoption processes</li> <li>▪ Facilitate and secure legal documents of the child – Certificate of Live Birth, Certificate of Foundling, Declaration of Abandonment (as applicable),</li> <li>▪ Tracks the biological family and/or relatives of the child subject for adoption to assess and process the impact of adoption on all parties, especially on the biopsychosocial aspect of the latter.</li> <li>▪ Coordinate and set up meetings/appointments with the concerned government institutions and non-government entities, as necessary.</li> <li>▪ Ensures smooth transition process of the child from the host agency to the adoptive family through dialogue, counseling and other social preparation needed for both the child and the adoptive family</li> <li>▪ Perform documentation Report and Recording of the intervention, significant observations, and progress report of the child subject for adoption.</li> <li>▪ Coordinate with the Inter-Country Adoption Board (ICAB) as directed by the immediate supervisor for other coordination efforts, in which the former is only authorized.</li> <li>▪ Provide holistic intervention to all children under caseload by providing them home life and skills training activities</li> </ul>
<b>Inclusive Date:</b>	<b>October 2007 – December 2008</b>
<b>Company:</b>	<b>June 2010 – March 2011</b>
<b>Address:</b>	<b>SOS Children's Village Foundation Inc., Lipa</b>
<b>Position:</b>	<b>San Vicente, Banaybanay, Lipa City Philippines 4217</b>
<b>Duties and Responsibilities:</b>	<b>Youth Social Worker</b>
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Handles case management that included (a) Active participation actively in the transition process of the youths from the family house to the SOS Youth Facility (b) ensures that the Individual Development Plan process is carried out and constantly updated</li> <li>▪ Supports the youths in taking on responsibility for their own lives and the SOS Facility and in developing team spirit and social skills</li> </ul>

- Creates a secure and safe environment for and with each youth; Consolidates the youth's training of household skills to enable them to autonomously keep a hygienic and homely living environment where cooperation, respect, and appreciation of each other are daily guidelines
- Responsible for leading the young adults through a possible transition process from the SOS Youth Facility to semi-independent life
- Supports youths in maintaining and building reliable and long-term relationships by allowing them to have ongoing contact and cooperation with the SOS Children's Village (Family members, children, and youths from the SOS Children's Village etc.) and SOS Child and youth care co-workers and especially with the youth's family of origin (biological family).
- Encourages and assists each youth in getting involved and integrated into the community to maintain social networks which are appropriate to their age, talents, interests, and skills; Exposes and guides the youth with regard to head-start programs for establishing a small business.
- Prepares and trains the youths for autonomously finding a job and establishes good contacts with local companies which support the youths in finding a job
- Actively participates in the Village committee meetings and thus supports the Village Director in co-coordinating and discussing Village matters
- Supports the youths in administration issues and ensures that all daily administrative routines in the SOS Youth Facility / SOS Youth Care Programme are carried out
- Organizes and maintains a record system to facilitate effective management of the individual youth s/he works with and works out reports for the line manager, if necessary
- Fosters, generates and participates in teamwork and cooperation with other youth care co-workers in the SOS Youth Facility / within the SOS Youth Care Programme
- Uses the agreed channels and procedures for recording and reporting problems and concerns.

**Inclusive Date:** **January 2009 – May 2010**

**December 2006 – September 2007**

**Position:  
Duties and  
Responsibilities:**

**Village Social Worker**

- Prepares and implements an integrated work plan with the pedagogical team; Keeps custody of files of assigned cases
- Prepares reports for submission to the Village Director (VD) and other documents that may be assigned
- Networks with other service providers so that the SOS Children are able to avail of other needed services and programs
- Conducts Intake Interviews, Collateral Interviews, and Eligibility Assessment and prepares recommendation reports to the VD on Child Admission and refers cases to other institutions for services not available within SOS.
- Acts as the development coordinator of the Pedagogical Team in Individual Development Plan (IDP) implementation
- Update the Case Study Report and participates in the implementation of interventions whenever identified by the team; Document the progress of the child according to SOS Development Framework
- In the absence of a Nurse and Psychologist in the team, the Social Worker accomplishes the medical and developmental assessment of clients assigned by keeping track of medical and dental check-ups, immunization, and deworming schedules.
- Facilitate the presentation and analysis of the different data in relation to the Child's Development Plan through a case conference
- Prepares Discharge Summary and After Care Monitoring Forms

**Inclusive Date:** **August 2004 – October 2006**

**Company:** **Chosen Children Village Foundation, Inc.**

**Address:** **Km. 48, General Emilio Aguinaldo Highway, Lalaan II, Silang Cavite**

**Position:** **Social Worker**

**Duties and  
Responsibilities:**

- Assist the Executive Director in the full operationalization of the residential facility and ensure compliance with the requirements of the accrediting body.
- Plans and assists the Executive Director in the implementation of various activities geared towards developing children's capacities for growth and total human development that includes cultural, civic, and religious activity
- Act as a liaison officer in facilitating and securing legal documents of the child which includes but is not limited to Certificate of Live Birth, Certificate of Foundling, Declaration of Abandonment (as applicable),
- Screen and assess the documents of children during admission, work with the multidisciplinary team for the child's case management and keep records of the latter's Progress Reports and pertinent documents from admission to adoption and/or death
- Reports the background of the children during case conferences and prepares diagnostic reports and recommendations for medical mission and adoption.
- Performs social work in conjunction with the other social workers and provides technical assistance in the performance of social work functions and workload to ensure their growth, better understanding, and interpretation of CCV's programs and services.
- Assists in the planning and execution of staff development programs and conducts capacity-building activities for the development of skills and character of the staff; performs debriefing and counseling with the staff undergoing stress and difficulty in work
- Manage the administrative works in the office including but not limited to the tracking of the visitor's schedule, coordination with stakeholders, drafting and layouting of the IEC materials

and annual reports, issuance of leave of absence forms, requisition forms, withdrawal forms, and other functions related to the implementation of CCV programs and services.

## EDUCATION

Inclusive Date:	Name of School	Address:
2024 - Present	Central Colleges of the Philippines	52 Aurora Blvd, Quezon City, 1113 Metro Manila
1999 - 2003	St. Joseph's College	295 E. Rodriguez Sr. Blvd., Quezon City
1995 - 1999	Mina de Oro Catholic High School	Zone III, Socorro, Oriental Mindoro
1989 - 1995	Bagsok Elementary School	Bagsok, Socorro, Oriental Mindoro

## OTHER SKILLS

Communications Skills (listening, verbal, written)	Monitoring and Evaluation
Analytical/Research Skills	Dedication/Hard-Working/Work Ethic/Tenacity
Computer/Technical Literacy	Perseverance and Motivation
Flexibility/Adaptability/Managing Multiple Priorities	Professionalism
Dependability/Reliability/Responsibility	Planning and Organizing

## PERSONAL BACKGROUND

Date of Birth	February 28, 1983
Place of Birth	Socorro, Oriental Mindoro
Citizenship	Filipino
Religion	Catholic
Age	41
Gender	Female
Civil Status	Single
Bachelor's Degree	Bachelor of Science
Specialization	Social Work
Passport Number	EB5339831

**ELIGIBILITY STATUS:** Board Passer – Licensure Examination for Social Work  
License Registration Number - PRC 0014263

## CHARACTER REFERENCES:

### LEONILO N. RIVERO

Director, SOS Children Village  
Lakatan St, Davao City  
9999 Davao del Sur, Philippines  
leonilo.rivero@sosphilippines.org

Telephone No.  
(082) 226 3710

### JANET P. ARMAS

Assistant Secretary  
Department of Social Welfare and  
Development  
[jparmas@dswd.gov.ph](mailto:jparmas@dswd.gov.ph)

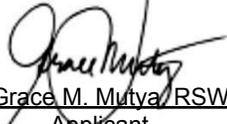
Telephone No. :  
(63) 927 615 9998

### MA. CONSUELO O. ACOSTA

Social Welfare Officer IV  
E-mail Address:  
[mcoacosta.kc@dswd.gov.ph](mailto:mcoacosta.kc@dswd.gov.ph)

Telephone No.  
(+63) 927 605 9676

I hereby certify that the above-mentioned information is true and correct.

  
Grace M. Mutya / RSW  
Applicant

## **COMPLETED TASKS AS INDEPENDENT CONSULTANT**

### **IMPROVING THE RESILIENCE OF KNH PARTNERS TO DISASTER**

Action Against Hunger, August 19 - September 26, 2019

Terms of Reference: Provide technical assistance and quality documentation services for the Action Against Hunger I-Respond Phase II Project. Submission of the narrative form of the processes, discussions, open forums, and workshop outputs of the contingency planning workshop based on the approved design, actual training, and documentation format.

### **BASELINE STUDY: EXPANDED HEALTH SERVICES**

The Vineyard of His Grace Ministry, Inc. May – June 2019

Terms of Reference: Conduct comprehensive evaluation research for the organization, in compliance with International Needs Australia's requirement, for the target implementation of expanded health services to its 4 growth areas through surveys, key informant interviews and focused-group discussion. Data processing and submission of comprehensive report and analysis from the collected data on approved and agreed template design. Manage, supervise and coordinate teams conducting the surveys in the different covered areas.

### **MIDTERM REVIEW: CREATING SPACES TO TAKE ACTION ON VIOLENCE AGAINST WOMEN AND GIRLS**

Oxfam Canada /Philippines, March – April 2019

Terms of Reference: Transcribe and provide quality documentation services needed for the CS program mid-term review and assessment. Submission of outputs drawn from the focused-group discussions and key informant interview activities based on the approved template design. Assist the lead consultant in processing and interpreting data and developing reports and presentations.

### **MOVE UP 2 AFTER-PROGRAM REVIEW**

Action Against Hunger, March 26-27, 2019

Terms of Reference: Provide quality documentation services for the Action Against Hunger Move Up 2 after the program review. Submission in narrative form of the processes, discussions, open forums and workshop outputs based on the approved design, actual training and documentation format provided by the organization

### **S2S YEAR-END PROGRAM REVIEW**

Save the Children, December 8-9, 2016

Terms of Reference: Provide quality documentation services for the Save the Children S2S program year-end review and assessment. Submission in narrative form of a day to day lectures, discussions, open forums and workshop outputs based on the approved course design, actual training and documentation format provided by the organization.

### **CHILD RIGHTS-BASED PRINCIPLE**

Save the Children, December 6, 2016

Terms of Reference: To provide quality and comprehensive documentation services, in compliance with standard requirements set by the organization, on the Children Rights-Based Principle during the Employer Summit with the theme Strengthening Industry Partnership Towards Productive Youth Employment.

### **GIRL PRO: GIRLS TOWARDS PROACTIVE PROFESSIONALISM**

Save the Children, December 3, 2016

Terms of Reference: To provide quality and comprehensive documentation services, in compliance with standard requirements set by the organization, on the Women Summit with the theme Girl Pro: Girls Towards Proactive Professionalism.

### **TRAINING OF TRAINERS' OF TVET INSTRUCTORS OF SKILLS TO SUCCEED PARTNER SCHOOLS AND INSTITUTIONS**

Save the Children, November 14-18, 2016 and November 21-25, 2016

Terms of Reference: To provide quality and comprehensive documentation services on the enhanced Skills to Succeed (S2S) curriculum, in compliance with standard requirements set by the organization