

NOTICE OF VACANCY

As of November 3, 2021

Position	:	TRAINING SPECIALIST I
Salary	:	SG 11 (Php 23, 877. 00)
Number of vacancy	:	1
Area/ Location	:	Field Office Caraga
Reports to	:	Learning and Development Section Capacity Building Section Pantawid Pamilya Pilipino Program Division
Employment Status	:	Contractual (for renewal upon performance assessment)

Preferred Qualifications (Competency-based)

Education	:	Bachelor's Degree relevant to the job
Eligibility	:	CSC 2 nd Level Eligibility
Training	:	At least eight (4) hours of relevant training
Experience	:	At least one (1) year of relevant experience

Job Summary and Responsibilities:

Under general supervision of the Learning and Development Section Head, the position shall perform the following:

1. Manages and facilitates the implementation of assigned institutional development and capability building (IDCB) activities at the regional level or at the provincial or city/municipal levels;
2. Prepares project proposals on learning and development interventions of Pantawid Pamilya and other regionally coordinated activities;
3. Document regionally coordinated activities;
4. Assists in the preparation of report, documents, briefers, and presentation materials for IDCB activities;
5. Assists in the preparation and conduct of meetings, workshops, and other learning interventions;
6. Monitors implementation of re-entry plan of trained Pantawid Pamilya staff and partners;
7. Administer Training Effective Survey to trained staff;
8. Accomplishes performance commitment and appraisal;
9. Assists in the establishment and maintenance of database of participants; and
10. Performs other related tasks relative to IDCB accomplishment as may be assigned.

Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before November 13, 2021**.


1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Duly filled- out Personal Data Sheet (PDF File with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with Work Experience sheet, which can be downloaded at www.csc.gov.ph);
3. Transcript of Records;
4. Certificate of relevant trainings and seminars attended;
5. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment

*****IMPORTANT REMINDERS*****

- a. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must not be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- b. All communications pertaining to your application will be sent via e-mail. **NO SUBMISSION OF HARD COPIES.**
- c. Be reminded to indicate **APPLICATION FOR TRAINING SPECIALIST I LDS- PANTAWID** as the e-mail subject.
- d. **Request for extension of submission and application with incomplete documents shall not be facilitated.**

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability and others.

For inquiries, please call **Human Resource Planning and Performance Management Section** thru the telephone number **(085) 342- 5619 local 114.**


GENELYN P. MARTURILLAS
AO VI HRPPMS Head
November 3, 2021