

NOTICE OF VACANCY

as of December 20, 2021

Position : AREA COORDINATOR
Salary : SG 18 (Php 45, 203. 00)
Number of Vacancy : 17
Program : KALAHI-CIDSS
Area of Assignment : FIELD BASED
Status of Employment : Cost of Service (January- December 2022)

Preferred Qualifications (Competency-based):

Education : Bachelor's Degree in Social Work, Social Sciences, or any Community Development Related Course
Training : At least (eight) 8 hours of Community Organizing Related Training
Experience : At least one (1) year of relevant experience, preferably in a Government Institution
Eligibility : RA 1080/ CSC Professional (2nd Level Eligibility)

Job Functions:

1. Assist in the preparation of Annual Area Coordinating Team (ACT) Operations Plan/ Work and Financial Plan;
2. Approves Request for Fund Release;
3. Review and approves project reports of the implemented projects;
4. Facilitate and conducts performance evaluation of ACT members;
5. Provide technical assistance to communities in project preparation, implementation and completion;
6. Updates Municipal project databases;
7. Render additional services as authorized in the exigency of the service which shall be compensated accordingly;
8. Perform other functions that may be directed by the Regional Program Management for the implementation of the program.

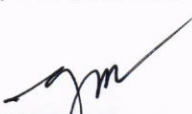
Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below on or before **December 25, 2021**.

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. Personal Data Sheet with 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. Barangay Certification stating that you have no illness and/or you are physically fit to travel;
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment (if applicable)

Note: Be reminded to indicate **APPLICATION FOR AREA COORDINATOR - KALAH I** as the e-mail subject. Request for extension of submission and application with incomplete documents will 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 V/ HRPPMS Head
December 20, 2021