

NOTICE OF VACANCY
as of December 14, 2021

Position : **MONITORING AND EVALUATION OFFICER III**
Designation : **MEO - III**
Salary : **SG 18 (Php 43, 681. 00)**
Number of Vacancy : **1**
Area of Assignment : **KALAHI - Regional Program Management Office**
Status of Employment : **Cost of Service (January- December 2022)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree in Information Technology, Computer Science or Any Related Course**
Training : **At least (eight) 8 hours of related training in Web Development, Program/Application Development or Program Analysis**
Experience : **At least two (2) year of related experience in Development of a program or system that may be launched in the web and using PHP as the scripting language with focus on UI/UX**
Eligibility : **RA 1080/ CSC Professional (2nd Level Eligibility)**

Job Summary :

Under the general supervision of the Project Evaluation Officer IV with latitude for the exercise of independent judgment, the M&E Officer III is in charge of developing Program (KC) Dashboard based on outputs required by RPMO and inputs from GWA, PIMS and manual data inputs. Further develops and maintains MOVs Repository and Management System (MR&MS) and the Geotagging WebApp (GWA) Dashboard. These may include additional modules, debugging and the creation of back-up files. Users' accounts management, Fix Bugs of KC Dashboard, GWA Dashboard and MR&MS, KC Dashboard developed, GWA Dashboard and MR&MS maintained and Systems Documentations

Job Functions:

1. Consults with the Project Evaluation officers and other RPMO members with regard to required to outputs / information displayed by KC Dashboard;
2. Develops KC Dashboard displaying important Program information based on data from GWA and PIMS;
3. Further develops MR&MS as may be required by the Program management;
4. Fixes bugs and other errors that may be observed in the course of the use of the sytem;
5. Drafting of systems' documentations including Users' Guide, ERD, Use Case and DFD.
6. Manages users' accounts and their access to the system
7. Overall manager of MR&MS
8. Conducts data quality assessment
9. Reviews and process submitted data on databases
10. Performs other related tasks needed by 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 19, 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 MONITORING AND EVALUATION OFFICER III - KALAHI** 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 VI/ HRPMS Head

December 14, 2021