

NOTICE OF VACANCY
as of November 26, 2021

Position : **PROJECT DEVELOPMENT OFFICER I**
Designation : **N/A**
Cost of Service : **SG 11 (Php 23,877.00)**
Number of Vacancy : **1**
Area of Assignment : **Province of Dinagat Islands – Supplementary Feeding Program**
Status of Employment : **Contract of Service (December 2021)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree**
Training : **None required**
Experience : **At least six (6) months of relevant experience**
Eligibility : **Career Service (Professional) Second Level Eligibility**
Others : **With good oral and written communication, computer literate, can formulate project development plan, and work under pressure**

Applicants should be guided by the following **Criteria of Evaluation:**

• Education (E)	– 20%
• Training (T)	– 10%
• Experience (E)	– 20%
• Initial Qualifying Test (IQT)	– 10%
• Special Exam (Technical)	– 15%
• Interview	– 25%
Total	– 100%

Job Functions:

- Implement the monitoring and technical assistance plan for the provincial office assigned
- Provide technical assistance and guidance to the local SFP Person and child development workers regarding the implementation of SFP
- Monitor fund utilization and facilitate submission of liquidation reports
- Submit SFP physical and monthly utilization of provincial performance
- Attend provincial meetings/consultation with local stakeholders and partner agencies
- Lobby and secure support from LGUs for any FO's SFP formulated concepts for the improvement of SFP implementation
- Perform other related tasks as requested by the Supervisor

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 8, 2021:**

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. **.PDF file of Updated and Duly filled-out** Personal Data Sheet 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 Eligibility or PRC license;
5. Certificate of relevant trainings and seminars attended; and
6. 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.
- c. Be reminded to indicate **APPLICATION FOR PROJECT DEVELOPMENT OFFICER I (SFP)** as the e-mail subject.
- d. 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/HRPPMS Head
November 26, 2021