

Date: 05 JANUARY 2022

### **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has three (3) vacant **contractual** position with details as follows:

**Office: Pantawid Pamilyang Pilipino Program**

#### **PROJECT DEVELOPMENT OFFICER II (Municipal Link/ Community Facilitator)**

Item number : N/A  
Compensation : SG 15 (Php 35,097.00)  
Place of Assignment: Rosario, Agusan del Sur ; Bacuag, Surigao del Norte ;  
Claver, Surigao del Norte

#### **CSC PRESCRIBED QUALIFICATION STANDARDS:**

Education : Bachelor's Degree  
Experience : One (1) year of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : RA 1080 / Career Service (Professional) / Second Level Eligibility

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Social Work or Social/ Behavioral Science  
Experience : One (1) year of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : RA 1080 / Career Service (Professional) / Second Level Eligibility

#### **JOB DESCRIPTION:**

The Project Development Officer II (ML/CF) shall be working closely with Partner Agencies and Local Government Units and acts as the resource person and documenter in the conduct of community development activities.

#### **Functions and Responsibilities:**

1. Prepare activity proposals and other budgetary requirements at the municipal level in coordination with other MLs in the Municipality;
2. Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGU;
3. Facilitate conduct of community assembly in collaboration with the Local Government Unit and other partner agencies;
4. Monitor and prepare report on compliance on supply side requirements of the program in coordination with partner agencies and the LGU;
5. Facilitate the conduct of Family Development Sessions with the LGU Links and Parent Leaders as organizers and with key stakeholders as resource persons;
6. Organize household beneficiaries into 20-30 group;

7. Identify and select Parent Leaders;
8. Schedule and prepare the conduct of Family Development Session;
9. Serve as Resource Person or coordinate with health personnel and other stakeholders.

**Job Outputs:**

1. Coordination with Partner Agencies and LGUs
2. Monitoring Tools/ Technical Reports
3. Documentation of Family Development Sessions in the Community
4. Maintaining/ Monitoring Municipal Caseloads

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
<b>Total 100%</b>	

**Initial Shortlisting:** Obtain 75% of the maximum total score of ETE and those who obtained a high average percentile on IQT

**Secon Shortlisting:** Top five (5) highest rating but overall rating should not less than 80%

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Interested and qualified applicants may submit their application thru [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before 14 January 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of 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](http://www.csc.gov.ph));
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.



\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- a. Walk-in applicants will not be entertained in observance to the new normal.
- b. 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.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR PDO II - ML/CF** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

Request for extension of submission and application with Incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

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

  
**GENELYN P. MARTURILLAS**  
Administrative Officer V  
Human Resource Planning and Performance Management Section