

Date: 13 January 2022

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **Contract of Service** position with details as follows:

Office: Regional Council for the Welfare of Children

PROJECT DEVELOPMENT OFFICER III (Regional Coordinator)

Item number : N/A
Compensation : SG 18 (Php 43,681.00)
Place of Assignment: DSWD Field Office Caraga

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's Degree relevant to the job
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree preferably in Management or Social Sciences or related fields
Experience : Two (2) years of relevant experience in program/project management
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Professional) / Second Level Eligibility

JOB DESCRIPTION:

Under the direct supervision of the Chairperson of the Regional Committee and Sub-Committee on the Welfare of Children (RC/SCWC), the Project Development Officer III shall act as Regional Coordinator providing technical assistance and secretariat support to the RSCWC in the performance of its core functions in close coordination with the Council for the Welfare of Children (CWC).

Functions and Responsibilities:

1. Coordinate the conduct of the RS/SCWC meetings, CWC-led activities, ensure proper documentation of proceedings and required follow-up actions;
2. Initiate/Spearhead the review of RC/SCWC strategic plan and the formulation of RC/SCWC Annual Work and Financial Plan and catch up plan as may be necessary;
3. Maintain an updated directory of RC/SCWC members, Local Councils for the Welfare of Children (LCPC) and other stakeholders and explore prospective networks for child rights promotion and protection;

4. Provide technical assistance and capability building activities to the Local Government Units to ensure functionality and sustainability of the Local Council for the Protection of Children;
5. Coordinate/Facilitate implementation and monitoring of CWC-led programs, projects, and activities for children;
6. Generate data on children based on standard data requirements of national plans for children and facilitate preparation of regional situationer on children;
7. Prepare RC/SCWC accomplishment reports for submission to CWC and special report to the Regional Development Council/Regional Planning Development Board/Metropolitan Development Authority, as appropriate/necessary; and
8. Perform other related functions as may be necessary.

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

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

Initial Shortlisting: Those who obtained an average percentile on IQT
Second Shortlisting: Top five (5) highest rating

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 20 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);
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended; and
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 position.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR PDO III (RC) – RCWC** 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