

Date: 28 April 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: Social Pension Program**

### **PROJECT DEVELOPMENT OFFICER I**

Item Number : N/A (Reference No.: FOCARAGA-COS-PDO1-000022)  
Compensation : SG 11 (Php 25,439.00)  
Place of Assignment : Within Caraga Region

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree  
Experience : At least one (1) year of relevant work experience  
Training : At least four (4) hours of relevant training  
Eligibility : With or Without Eligibility

### **JOB DESCRIPTION:**

Under the immediate supervision of the Social Pension Program Head, the Project Development Officer I shall assist in the operationalization of the Social Pension Program.

### **Functions and Responsibilities:**

1. Conduct spot check to beneficiaries on the utilization of the Social Pension grants;
2. Validate the LGUs' list of unserved indigent senior citizens submitted by the LGUs and the list of existing beneficiaries subject for delisting and replacement;
3. Take accurate documentation, proceedings, and minutes as assigned;
4. Provide FO of the feedback report and recommendation relative to the various issues/concerns of LGUs implementation of Social Pension;
5. Conduct monitoring visit, payout, and provide technical assistance to programs implementers;
6. Monitor the implementation of Social Pension activities, disbursement, and liquidation of funds;
7. Prepare and submit accomplishment report on social Pension;
8. Analyze the LGU's accomplishment, both physical and financial;
9. Conduct meeting/dialogue with LGU partners on program implementation, policies and procedures;
10. Review/assess various request from partners/stakeholders and provides appropriate responses/assistance on a timely manner;
11. Attend to walk-in clients on Social Pension inquiries, request and other related activities on Social Pension;
12. Act on complaints from individuals/stakeholders; and

13. Facilitate other concerns needing immediate action with completed staff work and perform other tasks that may be assigned.

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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)	5%
• Special Exam (Technical)	20%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
	<b>Total 100%</b>

**Initial Shortlisting:** Obtain 75% or 45 points of the maximum total score of the ETE

**Final Shortlisting:** Top five (5) highest rating but overall rating should not be 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 8 May 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **.PDF file of duly filled out** notarized 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 or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
5. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
6. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

\*\*\*\*\***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. Be reminded to indicate **APPLICATION FOR PDO I – SOCPEN** as the e-mail subject.

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