

Date: 08 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: Disaster Response Management Division/Social Marketing Section**

#### INFORMATION OFFICER II

Item Number : N/A  
Compensation : SG 15 (Php 35,097.00)  
Place of Assignment : DSWD Field Office Caraga

#### CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's degree  
Experience : At least one (1) year relevant experience  
Training : At least four (4) hours relevant training  
Eligibility : Career Service (Sub-professional)/First Level Eligibility

#### PREFERRED QUALIFICATIONS:

Education : Bachelor of Arts in Communication (Mass Communication, Development Communication, Journalism), AB English, AB Literature, and other related courses  
Experience : At least one (1) year relevant experience in the field of communication/social marketing.  
Training : At least four (4) hours relevant training  
Eligibility : Career Service (Sub-professional)/First Level Eligibility  
Others : Good written, verbal communication skills (Bisaya, Tagalog and English). Above average skills in photography, lay outing and video production.

#### FUNCTIONS AND RESPONSIBILITIES:

1. Prepares communication plan for the program with emphasis on planned activities and engagements for different partner-stakeholders;
2. Designs IEC materials based on the target audience and language to be used;
3. Gathers data/information through interviews, site visit and review of accomplishment report with photos necessary;
4. Prepares documentation of activities, seminars, training, special events of the field office;
5. Prepared and develops audio visual materials as deemed important for advocacy and program implementation;
6. Updates/manages DSWD Caraga website and other DSWD Caraga social media accounts;
7. Facilitates conduct of events involving stakeholders, NGOs, POs, NGAs, etc;
8. Serve as spokesperson for the program, on behalf of the program manager/Regional Program Coordinator;
9. Provides technical assistance to RPMO/Field staff with regards to the advocacy aspect of the Program, branding and communication; and
10. Conducts/assists in the activities initiated by the Social Marketing Section and other related tasks.

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)	10%
• Competency-Based Interview	15%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>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%

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 15 April 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; 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. Be reminded to indicate **APPLICATION FOR IO II – DRMD** 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