

Date: 20 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

PROJECT DEVELOPMENT OFFICER I

Item Number : N/A
Compensation : SG 11 (Php 25,439.00)
Place of Assignment : DSWD FO Caraga
Designation : Finance and Monitoring, Evaluation and Reporting Focal

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Accounting, Business Administration or other business-related courses
Experience : At least one (1) year relevant experience
Training : At least eight (8) hours relevant training
Eligibility : Career Service (Sub-Professional)/First Level Eligibility

ADDITIONAL COMPETENCIES:

1. Computer literate with knowledge on MS Office
2. Keen attention to details and organized documentation
3. Good written and oral communication
4. Competent skills in clerical functioning
5. Able to handle multi-task types of work
6. Able to work harmoniously, competently and effectively under pressure

JOB DESCRIPTION:

Under the immediate supervision of the Disaster Response and Rehabilitation Section (DRRS), the PDO I shall be in charge in the preparation, submission, tracking and updating of reports relative to finance (obligation and disbursement), liquidation, monitoring, evaluation and reporting of RRP-CCAM-DRR on expected due dates

FUNCTIONS AND RESPONSIBILITIES:

1. Prepare work and financial plan, monthly disbursement and catch-up plans of RRP-CCAM-DRR
2. Prepare and submit grants and administrative cost obligation status and disbursement or utilization reports of RRP-CCAM-DRR

3. Receive, review, scan, submit, organize, store, manage and retrieval of all incoming and outgoing liquidation documents from the assigned RRP-CCAM-DRR PDOs of the satellite offices
4. Transmit and track all incoming and outgoing transactions and documents relative to finance (obligation and disbursement) and liquidation and Monitoring, Evaluation and Reporting (MER) online monitoring platform of RRP-CCAM-DRR
5. Submit and maintains updated reports relative to finance (obligation and disbursement), liquidation and Monitoring, Evaluation and Reporting online monitoring of RRP-CCAM-DRR on expected due dates (monthly, quarterly, semi-annual or annually)
6. Monitor and provide technical assistance and resource augmentation along RRP-CCAM and DRRM programs, projects, activities and services
7. Attend inter-agency and bureau meetings, special events and training/workshops related to RRP-CCAM and DRRM activities
8. Perform other related tasks as maybe assigned by the Supervisor.

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%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the ETE
Second 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 with the complete scanned copies of the following documents below **on or before 27 April 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);
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 – 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