

Date: June 24, 2022

### **NOTICE OF VACANCY**

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

**Office: Pantawid Pamilyang Pilipino Program**

#### **PROJECT DEVELOPMENT OFFICER II- CITY/ MUNICIPAL LINK**

Item Number : N/A  
Compensation : SG 15 (Php 35 097. 00)  
Place of Assignment : Provincial Office within Caraga Region

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Social Work/ Sciences or allied courses  
Experience : At least one (1) year relevant experience  
Training : At least four (4) hours relevant training  
Eligibility : None required

#### **JOB DESCRIPTION:**

Under the immediate supervision of the Regional Program Coordinator and Provincial Link, the Project Development Officer II (ML/CF) performs the following tasks below:

#### **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.
10. Performs other tasks that shall be assigned by the immediate supervisor.

#### **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%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting: Obtain 75% total score of the ETE**

**Second Shortlisting: Top and 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 **4 July 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/employment experience)*.

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

- a. Walk-in applicants shall 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 II- PANTAWID CONTRACTUAL** 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 shall 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