

Date: June 16, 2022

### NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has six (6) vacant **Contract of Service** position with details as follows:

**Office: KALAHI CIDSS Program**

#### TECHNICAL FACILITATOR

Item Number : N/A  
Compensation : SG 17 (Php 41, 508.00)  
Place of Assignment : Field Based within Caraga

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Civil Engineering  
Experience : At least one (1) year relevant experience  
Training : At least eight (8) hours relevant training  
Eligibility : RA 1080 / Licensed Civil Engineer

#### JOB DESCRIPTION:

Under the immediate supervision of the Project Development Officer IV - Infrastructure, the TF performs the following tasks below:

#### **Functions and Responsibilities:**

1. KC program complaint project plans and proposals (engineering plans, detailed cost estimates).
2. Monthly Barangay Individual and Consolidated Municipal Physical Progress Reports.
3. Technical documents to support Sub-Project Completion Report.
4. Inventory of qualified suppliers, technical service providers, contractors, construction materials, pricelists, survey of labor cost, material testing and water quality laboratories, and available equipment.
5. Compliance monitoring reports on environmental management plan

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 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 **22<sup>nd</sup> of June 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*).

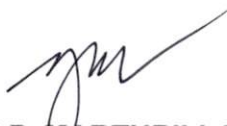
\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- a. Walk-in applicants 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 TF – KALAH I** 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