

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 one (1) vacant **Contract of Service** position with details as follows:

Office: KALAHI CIDSS Program

TRAINING SPECIALIST II

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

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree
Experience : At least one (1) year relevant experience
Training : At least eight (8) hours relevant training
Eligibility : None

JOB DESCRIPTION:

Under the immediate supervision of the Regional Program Coordinator, the TS II performs the following tasks below:

Functions and Responsibilities:

1. Prepares and formulate training proposals;
2. Assess administrative and logistics requirements for training activities, and ensures these are adequately provided.
3. Coordinates with the regional finance team for funding needs of training activities.
4. Monitors training activities, gathers participant feedback especially appropriateness and relevance of training design, quality of trainers, etc.
5. Encodes data into training databases.
6. Prepares TORs of training providers, for review by the Training Specialist IV and approval by the Regional Program Manager.
7. Assist the RCBS in monitoring and evaluating training provider's performance.
8. Performs other administrative functions as may be necessary in the delivery of NDD training services to ACTs, program partners, and service providers

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% 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 **22nd 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);
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 TS II – 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