

Date: 08 August 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: Policy and Plans Division – Policy Development and Planning Section/Technical Assistance and Resource Augmentation (TARA)

PROJECT DEVELOPMENT OFFICER I

Item Number : N/A (Ref.: FOCARAGA-COS-PDO1-000027)
Compensation : SG 11 (Php 25,439.00)
Place of Assignment : DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Science and other related fields
Experience : At least one (1) year of relevant experience in any of the following areas: monitoring and evaluation, report writing and coordination work
Training : At least eight (8) hours of relevant training
Eligibility : None required
Others : Familiarity with data basing, deduplication and advanced computer literacy and mastery in MS Excel

JOB DESCRIPTION:

The Project Development Officer I, under the direct supervision of the Social Welfare Officer III/TARA Focal Person, performs the following tasks:

Job Functions and Output:

1. Assist the Regional Technical Assistance and Monitoring Team (RTAMT) in the conduct of Service Delivery Assessment to Local Social Welfare and Development Offices (LSWDOs);
2. Assist the Regional Technical Assistance and Resource Augmentation (TARA) Focal to coordinate with Local Government Unit-Local Social Welfare and Development Offices on matters pertaining to the Department of Social Welfare and Development Technical Assistance and Resource Augmentation Plan implementation, monitoring and reporting;
3. Facilitate and document the conduct of trainings, workshops and other related activities as necessary;
4. Review and update data encoded in the system pertaining to the result of Local Social Welfare and Development Office Service Delivery Assessment;
5. Facilitate in consolidation of technical assistance provided to partner Local Government Units through program focal/program owners;
6. Conduct visit to Local Government Unit-Local Social Welfare and Development Offices to monitor the sustainability of the quality of the devolved programs and

- services;
7. Perform other related tasks as may be 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

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 with the complete scanned copies of the following documents below **on or before 14 August 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);
3. Authenticated copy of Transcript of Records or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license;
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 PDO I - TARA** 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