

Date: 11 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: DISASTER RESPONSE MANAGEMENT DIVISION**

#### PROJECT DEVELOPMENT OFFICER II (Team Leader- DVAPP)

Item Number : N/A  
Compensation : SG 15 (Php 35,097.00)  
Place of Assignment : DSWD FO Caraga

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Computer Science, Information Technology or any IT related courses  
Experience : At least two (2) years relevant experience  
Training : At least eight (8) hours of relevant training on System Analysis Design and Development, Database Management, Information Management and Analysis  
Eligibility : Career Service (Professional)/Second Level Eligibility

#### FUNCTIONS AND RESPONSIBILITIES:

1. Coordinate with the BLGUs for logistical and needed project support and collaboration
2. Conduct orientation for the Barangay Officials regarding DVAPP
3. Ensure utmost safety and security of all equipment, hardware and software being utilized by the project in all its stages of implementation
4. Assist in the DSWD CARES Card validation, production and distribution in collaboration with the Project Validators
5. Provide technical assistance and inputs in the commencement of beneficiary registration during project implementation; and in the project end monitoring and evaluation
6. Attend training and collaborate with partner agencies/resource providers relative to the implementation and utilization of the online beneficiary registration and verification; towards utilization of the system in distribution planning and management, monitoring and reporting
7. Assist in the setting-up of IT equipment
8. Assist in the processing and distribution of the beneficiary identification cards as provided by DSWD in collaboration with IOM
9. Act on grievances from the project respondents and facilitate solutions for settlement and clarifications to address the grievance
10. Submit monthly accomplishment report every third week of every month on the DVAPP (Data Cleansing and Card Production) to the DVAPP FO Focal
11. Assist in the conduct of exit meetings with the Barangays and/or LGUs
12. Perform other tasks assigned by the Project Manager and/or FO Program Focal or Regional Director.

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Applicants should be guided by the following **Criteria for Evaluation:**

- Training (T) 10%
  - Experience (E) 25%
  - Initial Qualifying Test (IQT) 5%
  - Special Exam (Technical) 20%
  - Competency-Based Interview 10%
  - IPCR or any related Performance Assessment/Review 5%
- Total 100%**

**Initial Shortlisting:** Obtain 75% or 45 points of the of the maximum total score of the ETE (Education, Training, and Experience)

**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](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before 17 April 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 and **Work Experience Sheet** (Civil Service Form No. 212, Revised 2017 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)).
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license (*if with eligibility*);
5. Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes (*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 II – DVAPP** 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) 303- 8620 local 114.

  
**GENELYN P. MARTURILLAS**  
 Administrative Officer V  
 Human Resource Planning and Performance Management Section