

Date: August 30, 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- Targeted Cash Transfer Program (TCT)

PROJECT DEVELOPMENT OFFICER III

Item Number : N/A
Compensation : SG 18 (Php 45, 203.00)
Place of Assignment : TCT Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Experience : At least 8 hours of relevant training.
Training : At least 2 years of relevant experience
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Policy and Plans Division Chief, the position performs the following tasks below:

Functions and Responsibilities:

1. Facilitates payment reconciliation and liquidation;
2. Consolidates report on claimed and unclaimed cash grants and/or cash cards;
3. Prepare and coordinates procurement concern of the project;
4. Monitors and tracks fund sub-allotment, notice of cash allocation and actual cash disbursements;
5. Ensures the legality, propriety, accuracy and completeness of and process payments for all financial transactions involving the RPMO;
6. Prepares and submits monthly fund utilization report;
7. Files and maintains financial records of the Project;
8. Coordinate with TCT NPMO and RPMO all financial concerns;
9. Coordinate with other PMOs and external offices in the facilitation of TCT activities (notification, registration, payout and card distribution);
10. Perform other related tasks as maybe required by the Project.

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

● Education (E)	20%
● Training (T)	15%
● Experience (E)	25%
● Examination	25%
● Competency-Based Interview (CBI)	15%
Total	100%

Interested and qualified applicants may submit their application thru tctfocrg.recruitment1@gmail.com with the complete scanned copies of the following documents below **on or before 2 September, 2022**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga - Libang;
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. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and

*******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 PROJECT DEVELOPMENT OFFICER III - TCT** 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) 303 8620 local 114.


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