

Date: 07 September 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 **Contractual** position with details as follows:

**Office: Social Marketing Section/ Pantawid Pamilyang Pilipino Program**

#### **INFORMATION OFFICER II**

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

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Communication (Mass Communication, Development Communication, Journalism) AB English, AB Literature, and other related courses  
Experience : At least one (1) year relevant work experience in the field of communications/ social marketing  
Training : At least four (4) hours relevant training  
Eligibility : None required

#### **JOB DESCRIPTION:**

Under general supervision and with some latitude for the exercise of independent judgment the Information Officer II performs the following tasks and responsibilities;

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

1. Prepares Communication Plan for the program with emphasis on planned activities and engagements for different partner- stakeholders;
2. Designs IEC materials based on the target audience and language to be used;
3. Gather data/ information through interviews, site visit, and review of accomplishment report with photos necessary;
4. Prepares documentation of activities, seminars, training, special events of the field office;
5. Prepares and develops audio visual materials as deemed important for advocacy and program implementation;
6. Updates/ manages DSWD Caraga website and other DSWD Caraga social media accounts;
7. Facilitates conduct of events involving stakeholders, NGOs, Pos, NGAs, etc.;
8. Serve as spokesperson for the program on behalf of the manager/ Regional Program Coordinator;
9. Provides technical assistance to RPMO/ Field Staff with regards to the advocacy aspect of the program, branding and communication;
10. Conducts/assists in the activities initiated by the Social Marketing Section and other related tasks; and
11. Perform other related functions as may be defined and assigned by the Head of Office and other chiefs of division, section head and others.

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Competency-Based Interview (CBI)	10%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting:** Obtain 70% total score of CE except CBI

**Final Shortlisting:** Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before 17 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 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

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

- a. All applications shall **ONLY** be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.

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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph/>.

  
**GENELYN P. MARTURILLAS**

Administrative Officer V  
Human Resource Planning and Performance Management Section