

Date: 27 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 **Contract of Service** position with details as follows:

Office: Social Pension Program

PROJECT DEVELOPMENT OFFICER I (Payroll Officer)

Item Number : N/A (Reference No. FOCARAGA-COS-PDO1-000015)
Compensation : SG 11 (Php 25,439.00)
Place of Assignment : DSWD Field Office Caraga, Butuan City

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : At least one (1) year relevant work experience
Training : At least eight (8) hours relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the Social Pension Program Head, the Project Development Officer I shall assist in the operationalization of the Social Pension Program.

Functions and Responsibilities:

1. Serve as payroll officer;
2. Assist in the disbursement of stipend to Social Pension beneficiaries within the region;
3. Provide technical assistance to LGUs in the implementation of the program;
4. Facilitate delisting of names of Social Pension beneficiaries in the payroll based on LGU reports and DSWD Field Office validation;
5. Conduct validation on the eligibility status of the existing and potential beneficiaries of the program;
6. Facilitate encoding of names of potential beneficiaries (waitlisted senior citizens) based on the clean list report from LGU and walk-in applicants;
7. Facilitate preparation of Certificate of Eligibility and Payrolls of validated eligible beneficiaries;
8. Maintain and update Social Pension Information System Database;
9. Prepare endorsement letters of Social Pension beneficiaries who will transfer to another region;
10. Sort/Compile liquidation reports, payrolls, authorization, and other pertinent attachments in preparation for COA submission;
11. Conduct field validation, entertain walk-in clients, and conduct payout; and
12. Perform other related tasks as requested by the Supervisor.

Job Outputs:

1. Certificate of Eligibility, Endorsement Letters
2. Payrolls
3. Updated Social Pension Information System Database

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

• Education (E)	25%
• 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 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 through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before 08 October 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 file (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