

Date: 21- 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: KALAHI**

#### PROJECT EVALUATION OFFICER IV – M&E

Item Number : N/A  
Compensation : SG 22 (Php 69,963.00)  
Place of Assignment : Regional Program Management Office

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in development studies, economics, statistics, social science or related field, preferably with Master's Degree.  
Experience : With at least 5 years of experience in any of the following: program monitoring and evaluation, research or planning; with at least 2 years of experience in development work or ODA programs/projects; with at least 2 years of experience in supervisory position  
Training : With 40 hours training on program/project monitoring and evaluation, research, data analysis, database operation or GIS  
Eligibility : RA 1080/ Career Service (Professional) / Second Level Eligibility

#### JOB DESCRIPTION:

Under the general supervision of the Regional Program Coordinator and Deputy Regional Program Manager with latitude for the exercise of independent judgment, the Regional M&E Specialist is in charge of Program monitoring and evaluation at the regional level, report and feedback preparation, uptake and monitoring of grievance, provision of technical assistance on program monitoring and reporting to other regional staff, and supervision of other regional M&E officers

#### Functions and Responsibilities:

1. Lead the preparation of annual and quarterly Regional and SRPMT M&E Unit work and financial plans
2. Provide overall guidance and technical assistance to Regional M&E staff in the conduct of NCDDP monitoring and evaluation based on approved work and financial plans,
3. Oversee and review M&E staff performance and delivery of outputs
4. Review and analyze regional consolidated reports and data
5. Conducts data quality assessments and field visits to validate municipal data and reports and identify potential problems and concerns
6. Ensure smooth operation of the regional database, geo-database and dashboard system
7. Coordinate with different RPMO units on the consolidation of operational and results-based NCDDP data
8. Monitor resolution of grievances
9. Prepare regular and on demand consolidated reports, feedbacks and presentation materials
10. Identify potential areas for research and thematic studies
11. Facilitate internal Municipal Assessments, external/third-party monitoring and evaluation and lessons sharing activities
12. Facilitate staff and beneficiary capacity building activities



13. Provide technical assistance to RPMO, SRPMT, ACT and LGU staff and volunteers on monitoring and evaluation.
14. Perform other related tasks needed by the Program

**Job Outputs:**

1. Annual and quarterly M&E work and financial plans
2. Regular and on demand consolidated reports and feedbacks, including GRS
3. Regional inter-unit information sharing system
4. Updated regional database
5. Municipal Assessment and other evaluation activities
6. Regional lesson sharing activities
7. Training and coaching activities for LGU staff on monitoring and evaluation
8. Technical assistance provided to RPMO, SRPMT, ACT and Municipal Database Encoders
9. Guided and functioning Regional M&E staff

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%
<b>Total</b>	<b>100%</b>

**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 30 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/>.

  
**MARY CHILL L. MOMO**  
Administrative Officer V  
Human Resource Management and Development Division Chief