

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 **Contractual** position with details as follows:

Office: Pantawid Pamilyang Pilipino Program

PROJECT DEVELOPMENT OFFICER II (REGIONAL DEPUTY BENEFICIARY DATA OFFICER)

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

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : At least one (1) year relevant work experience
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 Project Development Officer II (PDO II) performs the following tasks and responsibilities;

Functions and Responsibilities:

1. Supervise the over- all implementation of the Beneficiary Data Management (BDM) in the regional level;
2. Act as the main person to address beneficiary data management issues and concerns at the regional and national level and stakeholders;
3. Ensure the use of the Pantawid Pamilya Operations Manual and BDM Enhanced Field Manual in the implementation of the program;
4. Review, prepare and submit reports on the status and operational issued and concerns from City/ Province Operations Office (C/POO) for appropriate actions at the National Program Management Office (NPMO) level, head of office, or other units/divisions;
5. Review and recommend for appropriate action of the concerned unit/division reports/communication submitted by the Cluster Beneficiary Data Officers (CBDSOs);
6. Review validation reports and supporting documents of updates, registration, delisting and reactivation of households submitted by the COO;
7. Prepare, review and submit reports with analysis, trends and recommended strategies and actions to address issues on update operation;
8. Drafts response acknowledge requests and take appropriate actions;
9. Provide Technical Assistance to CBDOs, C/MLs, PCs and other Pantawid Staff on the Guidelines and Enhancements of BDM related activities and processes, if necessary;
10. Tracks and reviews filled- out BUS Form 5 and its supporting documents and other validation reports submitted by the COO;
11. Analyze beneficiary data and recommend strategies and actions to address possible issues and concerns;
12. Conducts spot checks and/ or monitoring at the Municipal Operations Office;

13. Reviews guidelines on updates for annual revision and improvement;
14. Accomplish performance commitment and appraisal of BDMDs targets;
15. Facilitate data cleansing activities;
16. Consolidate merger files for submission to NPMO; and
17. 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%
Total	100%

Initial Shortlisting: Obtain 75% total score of the maximum score

Second Shortlisting: Top and 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 10 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 (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