

Date: 04 November 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: Protective Services Division/Centenarian Program

PROJECT DEVELOPMENT OFFICER II

Item Number : N/A (Reference No. FOCARAGA-COS-PDO2-000011)
Compensation : SG 15 (Php 35,097.00)
Place of Assignment : DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work or any related course
Experience : At least one (1) year of relevant experience
Training : At least eight (8) hours of relevant training
Eligibility : With or without eligibility

JOB DESCRIPTION:

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult responsible professional work in the implementation of the projects, services, and inter-agency collaboration for the Centenarian Program.

Functions and Responsibilities:

1. Coordinate with the Local Government Units through the Local Social Welfare and Development Office and/or Office for Senior Citizens Affairs on the consolidated list of their centenarians with corresponding documents;
2. Review the list submitted with the corresponding documents by the LGU and conduct validation of the centenarians;
3. Prepare the necessary payroll documents and liquidation reports in coordination with the identified Special Disbursing Officer;
4. Conduct direct payout to the centenarians and submit monthly registry of paid centenarians to the Program Management Bureau;
5. Monitor the disbursement and submit fund utilization report to Program Management Bureau;
6. Attend to walk-in clients, inquiries, and requests received related to the program;
7. Provide technical assistance to the Local Government Unit relative to the implementation of the program;
8. Conduct monitoring and/or spot-checking to the centenarians;
9. Conduct validation on concerns/grievances received from stakeholders and provide the appropriate intervention; and
10. Facilitate other concerns needing immediate action and other related tasks as may be necessary.

Job Outputs:

1. Annual and Semestral Narrative Accomplishment Report
2. Monthly Registry of Paid Centenarians
3. Monthly Fund Utilization Report
4. Updated List of Centenarians
5. Feedback Reports
6. Actions taken on grievances received

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 14 November 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