

Date: 10 January 2023

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: DISASTER RESPONSE MANAGEMENT DIVISION (DRMD)

PROJECT DEVELOPMENT OFFICER I (Report Generation)

Item Number : N/A
Compensation : SG 11 (Php 27,000.00)
Place of Assignment : DRMD/DSWD FO Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Development Communication, Mass Communication, Sociology, Statistics, Accountancy or other relevant social sciences courses
Experience : At least two (2) years relevant experience in generation and preparation of disaster-related reports, communications and project proposals; knowledge and relevant experiences in the implementation of DRRM programs, projects, and activities
Training : At least ten (10) hours relevant training in the areas of report development and report writing, preparation of project proposals, reports and communication and other relevant training along DRRM policies, guidelines, and program implementation
Eligibility : CS Professional/ 2nd Level Eligibility

Functions and Responsibilities:

1. Ensure timely release and up-to-date DROMIC reports and updates on all DRMD disaster response activities: from its Disaster Preparedness, Disaster Response; Early Recovery and Rehabilitation, Disaster Risk Resiliency programs and activities.
2. Closely coordinate with LGUs/SWAD Teams and other stakeholders to obtain DRRM-related reports and updates
3. Assist in the tracking and recording of all monitored disaster incidents in the DROMIC Reports Tracking System, from its initial stage until terminal stage of report preparation and dissemination
4. Perform other related tasks that maybe assigned by the immediate supervisor and/or higher authorities.

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%
- 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 thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before 18 January 2023**.

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 email.
- 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 recruitment.focrg@dswd.gov.ph.


GENELYN P. MARTURILLAS
 Administrative Officer V
 Human Resource Planning and Performance Management Section