

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 II (DVAPP Team Leader)

Item Number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment : DRMD/DSWD FO Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Computer Science, Information Technology or any IT related courses
Experience : At least two (2) years relevant experience
Training : At least eight (8) hours of relevant training on System Analysis Design and Development, Database Management, Information Management and Analysis
Eligibility : Career Service (Professional)/Second Level Eligibility

Functions and Responsibilities:

1. Provide technical assistance and inputs to the validators in the conduct of the Biometric Registration and Verification for the Disaster Vulnerability Assessment and Profiling Project (DVAPP)
2. Attend training and collaborate with partner agencies/resource providers relative to the implementation and utilization of the online beneficiary registration and verification; towards utilization of the system in distribution planning and management, monitoring and reporting
3. Ensure utmost safety and security of all equipments, hardware, and software being utilized by the project
4. Assist in the DSWD CARES Card validation, production and distribution to the beneficiaries
5. Act as Field Team Leader of the DVAPP validators
6. Coordinate with BLGUs for needed logistical support for the project implementation
7. Orient the Barangay Officials on the DVAPP
8. Submit monthly accomplishment report on the data cleansing and card production
9. Perform other tasks as assigned by the Division Chief or the Regional Director.

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