

Date: 16 FEBRUARY 2023

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **eighty-eight (88)** vacant **Contract of Service** positions with details as follows:

Office: Pantawid Pamilyang Pilipino Program

PROJECT DEVELOPMENT OFFICER II – PANTAWID (NEW- B2)

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: Within Region Caraga (Field/Municipal- Based)

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Training : None required
Experience : None required
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Regional Program Coordinator and Provincial Link, the Project Development Officer II (ML/CF) performs the following tasks below:

Functions and Responsibilities:

1. Prepare activity proposals and other budgetary requirements at the municipal level in coordination with other MLs in the Municipality;
2. Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGU;
3. Facilitate conduct of community assembly in collaboration with the Local Government Unit and other partner agencies;
4. Monitor and prepare report on compliance on supply side requirements of the program in coordination with partner agencies and the LGU;
5. Facilitate the conduct of Family Development Sessions with the LGU Links and Parent Leaders as organizers and with key stakeholders as resource persons;
6. Organize household beneficiaries into 20-30 group;
7. Identify and select Parent Leaders;
8. Schedule and prepare the conduct of Family Development Session;
9. Serve as Resource Person or coordinate with health personnel and other stakeholders.
10. Performs other tasks that shall be assigned by the immediate supervisor.
 - a. Perform functions and assist the field operations on monitoring and evaluation activities;
 - b. Coordinate financial- related undertakings such as but not limited to review and consolidate all cash grants related to requests and reports;
 - c. Assist and facilitate the queries and concerns of walk-in clients; and
 - d. Act as designated technical/administrative/ support staff for program operations and administration.

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%

- 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 ETE

Second Shortlisting: Top Five Highest rating but overall rating should not 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 February 26, 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 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