

Date: 09 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: Promotive Services Division – KALAHI CIDSS

REGIONAL PROCUREMENT OFFICER

Item Number : N/A
Compensation : SG 22 (Php 71,511.00)
Place of Assignment : KC Regional Program Management Office Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Civil Engineering
Experience : At least Five (5) Years of Work Experience in Community Development Programs/Projects with Procurement Training/Seminar or Orientation on Republic Act (RA) No. 9184 or the Government Procurement Reform Act (GPRA) and Any International Funded Procurement Regulations
Training : At least eight (40) hours of relevant Procurement Training/Seminar or Orientation on Republic Act (RA) No. 9184 or the Government Procurement Reform Act (GPRA) and Any International Funded Procurement Regulations
Eligibility : RA 1080/Licensed Civil Engineer

JOB DESCRIPTION:

The Regional Procurement Officer shall oversee the compliance of the Field Office in the implementation of the Regional Procurement System in the region as prescribed in the KC-NCDDP Program Procurement Guidelines (PPG), Community-Based Procurement Manual (CBPM), and Republic Act (RA) No. 9184 or the Government Procurement Reform Act (GPRA) and Other related Government Guidelines on Hiring of Services through (i) Provision of appropriate Technical Assistance to the Members of the RPMO; (ii) Provide Technical Inputs to RPMT in setting up systems and processes for Regional-Based Procurement Management and Fiduciary Control; (iii) Review of NOL Requests and endorse appropriate actions; (iv) Exercising QA and QC directly, over Regional Procurement actions and activities; (v) Consolidate reports on the results of Procurement Benchmarking/Tracking; and, (vi) Manage to Consolidated web disclosure of procurement actions.

Functions and Responsibilities:

Program Procurement Guidelines:

1. Prepare/update Procurement Plan and PPMP based on the approved WFP and corresponding updates;
2. Prepare RIS/PR, check/validate prior to recommendation for approval in terms of completeness of technical specifications, terms of reference, supporting documents, and other requirements;
3. Coordinate and monitor all procurement activities of the Program;
4. Provide technical support and recommend the appropriate procurement method to the BAC/PEAC;
5. As the main support unit of the BAC/PEAC, shall provide administrative support and organize and make all necessary arrangements for BAC/PEAC meetings and conferences for Consulting Services, prepare minutes of meetings, abstract of quotations and resolutions, a notice of awards and other correspondence;
6. Responsible for complying with requirements in case there is a COA Audit Observation;
7. Oversees contract management activities and provides technical support when necessary;
8. Receipt and issuance of supplies, materials, and equipment purchased;
9. Facilitate final inspection and acceptance of goods and conduct physical inventory/count of supplies and generate monitoring reports.

Community-Based Procurement Manual (CBPM) and Government Procurement Reform Act (GPRA):

1. Ensure that an updated copy of the Community Based Procurement Manual (CBPM) and other relevant issuance is furnished to the S/RPMOs;

2. In coordination with the FO MATAs; plan, organize, implement, monitor, and evaluate procurement activities; ensure that training schedules are strategic to the CEAC or SPI; provide inputs on procurement training design; act as resource person in procurement training, and participate in the evaluation of procurement training program for possible improvement or adjustment of design;
3. Reviews NOL requests and check the completeness and correctness of the required supporting procurement documents;
4. Facilitates actions on procurement NOL requests;
5. Provide technical assistance to the Community Procurement Officers at the SRPMOs;
6. Monitors and validates procurement actions through purposive or random field visits;
7. Prepares and/or consolidates procurement compliance documents/reports, and provides TA when necessary.

Job Outputs:

1. Ensure procurement compliance on Regional Milestones-Oriented Plan (RMOP), Office Performance Contract (OPC), Performance Governance System (PGS), International Organization for Standardization (ISO), and Other Regional Directives.
2. Implement a procurement system in accordance with the KC-NCDDP Program Procurement Guidelines (PPG), Community-Based Procurement Manual (CBPM), and/or Republic Act (RA) No. 9184 or the Government Procurement Reform Act (GPRA) and Other Government Guidelines on Hiring of Services.
3. Ensure all procurement updates, accomplishments, and reports are encoded completely in the Geotagging Web Application (GTWA) and/or Systematic Tracking of Exchanges in Procurement (STEP).
4. Review, prepare, and endorse all requests for No-Objection-Letter (NOL) and/or Contract Review Concurrences with appropriate observations, recommendations, and actions.
5. Prepare and endorse all Project Procurement Management Plan (PPMP) for all KALAHI-CIDSS Modalities including Purchased Requests (PRs) with attached Technical Specifications and/or Drawings, if necessary.
6. Conducts Quality Assurance and Quality Control (QA/QC) activities to provide measures on procurement processes through a memorandum, guidance notes, and/or advisories on relevant procurement issues.
7. Act as Resource Person on regionally-managed and community-managed procurement training, and refresher courses and provide procurement coaching, and mentoring including preparation of procurement training design, presentation, and forms.
8. Conducts Annual Regional Procurement Closing Review Workshop and/or Prepares and submits Annual Regional Consolidated Procurement Report.
 - a. Participate and provide technical inputs during conflicts, resolves, litigation, and cases on procurement.

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 recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before JANUARY 15, 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 recruitment.focrg@dswd.gov.ph.

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