

Date: **24 April 2023****NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **two (2)** vacant **Cost of Service** positions with details as follows:

**Office: Promotive Services Position - KALAHI****Community Procurement Officer III**

Item number : N/A  
Compensation : SG 18 (Php 46,725.00)  
Place of Assignment: DSWD Field Office CARAGA

**PREFERRED QUALIFICATIONS:**

Education: Bachelor's Degree in Civil Engineering and other engineering-related courses

Experience: At least 4 years work experience in rural/ community development programs/ project with procurement related functions; two years of which in foreign assisted projects; experience in facilitating procurement based on RA 9184, World Bank and other international funding institution; experience in community based procurement would be an advantage

Training : At least eight (8) hours relevant training

Eligibility : None required

**JOB DESCRIPTION:**

The CPO III stationed at the RPMO will oversee the compliance of the Area/ Municipal Coordinating Teams (A/MCTs) in the implementation of the Procurement System as prescribed in the Community Based Procurement Manual (CBPM) and Government Procurement Law

**Functions and responsibilities:**

1. Provision of appropriate technical assistance to the members of the ACT/MCTs in setting up systems and processes for fiduciary control
2. Review of NOL requests and endorse appropriate actions
3. Exercise QA and QC directly over the community procurement actions and activities
4. Consolidate and prepare reports on the results of export fiduciary review and on the status of procurement activities
5. Prepare and update status of contracts awarded for web disclosure and procurement actions

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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%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE**  
**Second 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 APRIL 30, 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