

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 **one (1) vacant Cost of Service** positions with details as follows:

**Office: Promotive Services Position - KALAHI**

#### Training Specialist II

Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: DSWD Field Office CARAGA

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job  
Experience: At least eight (8) hours relevant training  
Training : At least eight (8) hours relevant training  
Eligibility : None Required

#### FUNCTIONS AND RESPONSIBILITIES:

1. Prepare and formulate training proposals
2. Assess administrative and logistic requirements for training activities, and ensure these are adequately provided.
3. Coordinates with the regional finance team for funding needs of training activities
4. Monitors training activities, gathers participant feedback especially appropriateness and relevance of training design, quality of trainers, etc.
5. Encodes data into training databases
6. Prepares TOR of training providers for review by the Training Specialist IV and approval by the Regional Program Manager
7. Assists the Training Specialist IV in monitoring and evaluation of the training providers' performance
8. Performs other administrative functions as may be necessary in the delivery of NDD training services to ACTs, program partners, and service providers.

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