

Date: **31 MARCH 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 **Contract of Service** positions with details as follows:

**Office: Sustainable Livelihood Program**

#### **PROJECT DEVELOPMENT OFFICER II – MONITORING PDO**

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

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in any Business-Related and/ or Social Sciences  
Training : At least Sixteen (16) hours of relevant training in any or combination of the following: project management, social entrepreneurship, business plan development, business operation, project implementation, employment relations and community organizing  
Experience : At least Three (3) years of relevant experience in development-related projects involving community organizing, business development and training  
Eligibility : None Required

#### **JOB DESCRIPTION:**

The Project Development Officer II — Monitoring PDO is responsible for monitoring and assessing livelihood projects, SLP participants and SLP Associations to determine their status after the provision of livelihood assistance and identify follow-through interventions and other partners for mainstreaming.

#### **Job Functions and Output:**

- I. Report and monitor program participant project implementation through:
  - a. Conducting fund utilization checks of approved projects following a prescribed time to ensure that downloaded funds are utilized vis-à-vis approved amount;
  - b. Tracking progress of SLP program participants through regular visits and use of available monitoring tools during project site visits;
  - c. Using the monitoring and evaluation system by encoding collected data and information on program participants served and specific assistance provided;
  - d. Documenting key livelihood models, approaches and strategies developed by field implementers for replication and localization;
  - e. Preparing and submitting reports on the status of the immediate and intermediate outcome indicators and other reportorial requirements;
  - f. Preparing offline monitoring and evaluation reports on track-specific project implementation, financial performance and organizational status of SLPAs;

- g. Coordinating with the Implementing PDO to provide feedback on plans for supplementary interventions and endorsement to the Provincial Coordinator;
- II. Coordinate with external stakeholders for:
  - a. Conducting monitoring activities with community groups, leaders, or volunteers
  - b. Mobilizing resources for supplementary interventions from public and private sectors;
- III. Perform other tasks related to monitoring and evaluation whenever necessary such as, but not limited to:
  - a. Writing stories of change as qualitative reports based on the SLP results framework, and Submit feature articles using the Qualification Assessment Form as baseline;
  - b. Conducting case conferences in coordination with the Implementing PDC);
  - c. Providing feedback on the usability of the monitoring tools and forms and provide inputs to enhance the overall monitoring and reporting system of the program; and
  - d. Coordinating monitoring and evaluation activities with the SLP-RPMO.

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

**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 APRIL 6, 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