

Date: 16 May 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: DISASTER RESPONSE MANAGEMENT DIVISION (DRMD)**

### PROJECT DEVELOPMENT OFFICER I

Item Number : N/A  
Compensation : SG 11 (Php 27,000.00)  
Place of Assignment : DRMD/DSWD FO Caraga

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree preferably major in English and Communication Arts, Journalism, Development Communications, Multimedia Arts, Public Administration and other related fields  
Experience : At least one (1) year of related experience  
Training : At least four (4) hours of relevant training  
Eligibility : CS Professional/ 2<sup>nd</sup> Level Eligibility  
Others :

- Has good written and verbal communication skills essential for coordinating and collaborating with partners and other stakeholders
- Has good interpersonal skills and able to accomplish tasks with minimal supervision
- Must be Computer Literate and expert in MS Excel, Windows, Power Point, Adobe, Google application and others
- Has the knowledge and skills on video editing and layout designing
- Has the ability to analyze information, recognize issues and identify solutions
- Has the ability in public speaking

### **Job Summary:**

The PDO I will act as Grievance Officer and directly report to the Head of the Disaster Response and Rehabilitation Section (DRRS). He/she will respond to the grievances of complaint filed on the programs and services of the division. He/she will also involve during the conduct of capacity building activities/training and to assist the over-all operationalization of the Disaster Response Management Division (DRMD).

### **Functions and Responsibilities:**

1. Act as Grievance Officer of the division. As grievance officer, he/she is task to validate the grievance or complaint filed. In coordination with the DRRS social

- workers, SWAD Team Leaders and/or the LGUs. He/she will prepare feedback or response letter to complainant, Presidential Complaints Center (PCC) in coordination with SWAD Team Leaders and to the 8888 Complaints Center;
2. Prepare and submit monthly/quarterly reports to the division and to the DSWD Central Officer, if needed;
  3. Prepare Project Proposals for the activities to be conducted in the division, if necessary;
  4. Prepare executive summary reports after the training/capacity building activities conducted of the division;
  5. Provides administrative support during the conduct of any capacity building activities such as workshops, seminars, meeting, monitoring, and technical visits to include training and photo documentation;
  6. Prepare briefer, talking points speech for the RD, ARDO, ARDA or DC's reference in relation to the activities to be conducted by the division;
  7. Attend meetings as required and prepare minutes of the as necessary;
  8. Participate in the spot checking and monitoring to the projects and beneficiaries of ESA and RRP-CCAM implementation;
  9. Act as secretariat of the Regional Disaster Response Committee (RDRC). As secretariat, he/she will coordinate and collaborate with the member agencies and ensure their participation in all the activities of the RDRC. He/she will also assist the training officer in the preparatory activities, as well as photo documentation and in the preparation of minutes of meeting. Issues and agreements reached should be presented in power point presentation before the meeting is adjourn;
  10. Prepare communication letters or any correspondence to the LGUs, NGAs and other partner intermediaries;
  11. Prepare or assist the Information Officer in the preparation and designing of advocacy materials, presentation materials, IEC materials and press releases;
  12. Participate in the Quick Response Team during the disaster operations;
  13. Provide technical assistance to the LGUs and DSWD Quick Response Team (QRT) on Camp Coordination and Camp Management (CCCM), Internally Displaced Persons (IDP) Protection, Mental Health, Logistics Management and the establishment of Child and Women Friendly Spaces through the conduct of trainings, coaching, consultation meetings and conferences;
  14. Act as resource person on disaster related activities and capability activities;
  15. File of keep documents/reports for reference; and
  16. Perform other related task as may be assigned by the supervisor

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 the ETE  
**Final Shortlisting:** Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application thru [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before 31 May 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 email.
- 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](mailto:recruitment.focrg@dswd.gov.ph).

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