

Date: 12 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 **permanent** position with details as follows:

Office: Office of the Regional Director

Planning Officer IV

Item Number : OSEC-DSWDB-PLO4-43-2015
Compensation : SG 22 (Php 71,511.00)
Place of Assignment : Office of the Regional Director

CSC QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

JOB DESCRIPTION:

Under the direction of the Regional Director, provides technical services in areas of policy formulation, strategies and operational planning and does related work.

Job Outputs:

1. Drafted/ commented guidelines/ policies/ memoranda
2. Social welfare and development/ sectoral/ program plans
3. Representation in committees/ sub-committees/ TWGs
4. Organizational performance contract (OPC)/ OPC performance review and evaluation/ agency performance report
5. Assessment, monitoring and evaluation reports and observations

Functions and Responsibilities:

1. Provides technical assistance to policy and planning;
2. Drafts, enhances, comments technical position papers/ guidelines/ policies/ memoranda;
3. Provides/ facilitates technical assistance on Social Protection;
4. Supervises planning staff;
5. Serves as coordinator and collaborator both interdepartmental and inter-agency for economical, efficient and effective implementation and delivery of programs/ services;
6. Formulates policies, standards, methods and procedures for planning, monitoring and evaluation reporting;
7. Provides regular feedback and evaluation of overall programs plans and implementation;
8. Updates regional and sectoral social welfare and development profile;
9. Supervises the publication for periodic agency performance report and its annual report;
10. Reviews budget proposals for the conduct of technical assistance in Social Protection;
11. Coordinates with M&E staff for convergence of program plans and implementation;
12. Performs other related tasks.

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%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the 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 26 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;
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.

*******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 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