

Date: 13 July 2023

NOTICE OF VACANCY

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

Office: DISASTER RESPONSE MANAGEMENT DIVISION (DRMD)

PROJECT DEVELOPMENT OFFICER I (Field-Based Staff)

Item Number : N/A
Compensation : SG 11 (Php 27,000.00)
Place of Assignment : Within Caraga Region

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Developmental Studies, environmental and social sciences, or other related courses
Experience : At least one (1) year relevant experience
Training : At least four (4) hours relevant training
Eligibility : CS Professional/ 2nd Level Eligibility

JOB SUMMARY:

Under the immediate supervisor of the Regional Program Focal of the Risk Resiliency Program (RRP), the PDO I shall be responsible for supporting the team to ensure the delivery of quality RRP activities.

Functions and Responsibilities:

1. Attend and participate in the Disaster Response Management Bureau/Group and Field Office level strategic and implementation planning
2. Assist in the preparation and conduct of PLGU program proposal crafting as well as the consolidation for onward submission to the Central Office for approval
3. Input in the enhancement and/or development of program planning, implementation, monitoring and assessment/evaluation tool/report
4. Participate in the conduct of Field Office level Work and Financial Planning (WFP)
5. Craft after-activity report as part of the documentation efforts to capture good practices and innovations
6. Assist Team Leader (PDO III) and Provincial Link (PDO II) in crafting and submission of reportorial requirements on Risk and Resiliency Program
7. Other tasks that may be required by the immediate supervisor

Job Output:

1. Draft strategic and implementation plan/s
2. Draft consolidated PLGU program proposals and other required documents

3. Draft program planning, implementation, monitoring, and assessment/evaluation tool/report
4. Consolidate and/or document lessons learned, innovations, and best practices
5. Draft financial management documentary requirements
6. After-activity report on RRP activities (i.e. facilitation of PLGU planning and assessment, joint-validation activities, provision of technical assistance, and participation in Disaster Response Management Bureau/Group level activities)
7. Periodic assessment/evaluation and accomplishment report

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

Final 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 20 July 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