

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 (1) vacant **Contract of Service** position with details as follows:

**Office: DISASTER RESPONSE MANAGEMENT DIVISION (DRMD)**

### PROJECT DEVELOPMENT OFFICER II

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

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in development studies, environment and social sciences, or any related discipline and program  
Experience : At least two (2) years of related experience  
Training : At least eight (8) hours of relevant training  
Eligibility : CS Professional/ 2<sup>nd</sup> Level Eligibility  
Others :

- Computer literate with knowledge on MS Office;
- Keen attention to detail and organized documentation;
- Good written and oral communication;
- Able to handle multi-task types of work;
- Willing to work long hours; and
- Able to work harmoniously, competently, and effectively under pressure.

### **Job Summary:**

Under the immediate supervision of the PDO III/Regional Program Focal of the Risk Resiliency Program (RRP), the Project Development Officer II shall be responsible in assisting the PDO III in collaborating and coordinating within the Field Office (FO) and Disaster Response Management Bureau (DRMB) as well as the other internal and external partners on Risk Resiliency Program (RRP) activities.

### **Functions and Responsibilities:**

1. Participate in the Disaster Response Management Bureau/Group and assist in facilitating Field Office level RRP strategic and implementation planning;
2. Assist in the facilitation of P/MLGU program proposal crafting as well as the consolidation for onward submission to the Central Office for approval;

3. Contribute in the enhancement and/or development of Program Planning, Implementation, Monitoring and Assessment/Evaluation tool/report;
4. Participate and assist the PDO III in the facilitation of Field Office level Work and Financial Planning (WFP);
5. Document lessons learned, significant insights, innovations and best practices in the implementation of the RRP;
6. Document all RRP-related activities as part of the documentation efforts to capture good practices and innovations;
7. Assist Team Leader (PDO III) in the facilitation of assessment/evaluation and initiate crafting of accomplishment reports and other reportorial requirements on Risk and Resiliency Program, and;
8. Other tasks that may be required by the immediate supervisor.

**Job Outputs:**

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. Document lesson 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 Reports
8. Other tasks that may be required by the immediate 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 <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