

Date: 17 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**

#### **Project Development Officer II**

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

#### **PRESCRIBED QUALIFICATION (COMPETENCY-BASED)**

**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 2 years of related experience in adult learning or alternative learning systems and in the management of training programs.

**Training** : At least 40 hours of relevant training in adult education training on participatory learning and action, project management, capacity building assessment and evaluation is an advantage.

**Eligibility** : Preferably Career Service (Professional)/ Second Level Eligibility.

#### **Other Qualifications:**

- Has a good written and verbal communication skill 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 ability to analyze information, recognize issues and identify solutions
- Has the ability in public speaking
- Has experience in facilitating training

**Job Summary:**

Under immediate supervision of DRRS Section head, the Training Focal, PDO-II, facilitate the conduct of IDCB activities of the Division and does other related works. As Training Focal of the Division, performs essential functions along management of the training and other learning and development interventions (LDI) activities.

**Functions & Responsibilities**

1. Prepare training design and activity proposals.
2. Prepare communications for the conduct of activities to LGUs and other partner agencies.
3. Prepare training materials, equipment and other logistical requirements for the conduct of IDCB activities.
4. Facilitate the conduct of quarterly meeting and documentation of the Regional Disaster Response Committee (RDRC).
5. Facilitate the request for CDP applications at the Professional Regulations Commission of the training to be conducted.
6. Work closely with the Finance Focal of the Division for funding needs of IDCB activities and ensure timely utilization of training expenses.
7. Prepare documentation report of DRMD activities conducted such as orientation, trainings, seminars, meetings and conferences.
8. Submit liquidation of the conducted IDCB activities to the Procurement Section.
9. Respond to the request of resource persons of the Local Government Units and other partners and assigned subject matter experts.
10. Manage and arrange the schedule of the IDCB activities of the Division.
11. Submit Quarterly IDCB Report to Capability Building Section and Disaster Response Management Bureau of the IDCB activities conducted.
12. Maintain database of the trained Field Office Quick Response Team members and LGUs on Disaster Risk Reduction trainings initiated by the Disaster Response Management Division.
13. Assists in the facilitation of the Quick Response Team upon activation of the EOC.
14. Performs other tasks as directed by the supervisor and of the management.

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**  
**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 19 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;
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