

Date: 10 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: Promotive Services Division - KALAHI**Project Development Officer III**

Item number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: DSWD Field Office CARAGA

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Political Science, AB English, Mass Communications and other related field.

Experience: At least three (3) years of relevant and progressive work experience in project/ program development and management or any related field.

Training : At least sixteen (16) hours of training in any of the following – program/ project monitoring and evaluation, research, data analysis or report writing

Eligibility : None required

Skills: Must have good written and oral communication skills

FUNCTIONS AND RESPONSIBILITIES:

1. Craft and/or provide technical assistance in writing memoranda, communication letters, reports, and other relevant technical documents for outside audiences (partner stakeholders), DSWD Central Office - NPMO, and within the Field Office.
2. Craft the minutes of the Core RPMO Coordination Meeting and RPMO-ACT meetings.
3. Act on the directives and requests coming from the RPMO and the consolidation and updating of the Weekly Operations Update (updating of the program status).
4. Assist in various KALAHI-CIDSS activities.
5. Write community-driven development success stories for communication to broader audience and help in the institutionalization of the process.

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 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 JULY 16, 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