

Date: **30 June 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 Evaluation 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 social sciences, IT, statistics, economics or related field

Experience: With at least 2 years of experience in any of the following: monitoring and evaluation, project implementation, research, report writing and database operation

Training : 8 hours training on any of the following: program/project monitoring and evaluation, research, data analysis or report writing

Eligibility : None required

**JOB DESCRIPTION:**

Under the general supervision of the Regional M&E Specialist with latitude for the exercise of independent judgment, the Planning Evaluation Officer III assists the other regional and cluster M&Es in Program monitoring, report and feedback preparation, provision of technical assistance on database management and GIS, and intake and monitoring of grievance.

**Functions and responsibilities:**

1. Assistance in ensuring that complete and correct municipal databases are submitted to the central servers on time
2. Coordinate with Cluster M&Es in encoding specific data and geo-tagging sub-projects
3. Conduct data quality assessments
4. Assist in preparing regular and on-demand consolidated reports
5. Assist and facilitate the conduct of Municipal Assessments, information-sharing activities, and LGU capacity building on M&E
6. Assist in receiving and monitoring grievances
7. Provide technical assistance and coaching to cluster M&Es and other officers
8. Perform other related tasks needed by the Program, especially by the M&E Unit

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Applicants should be guided by the following **Criteria for Evaluation:**

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|---------------------------------|-----|
| • 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 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 6, 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