

Date: 18 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 **Contractual** position with details as follows:

Office: Pantawid Pamilyang Pilipino Program**Project Development Officer III**

Item number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: Within Caraga Region

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree in Social Work
Training : 24 hours of relevant training in planning, organizing, frontline service
Experience : At least three (3) years of relevant experience in community organizing, case management/analysis, support to organization, or major/complex project
Eligibility : R.A 1080 (Registered Social Worker)

JOB DESCRIPTION:

The Project Development Officer III – Responsible for managing overall operations and administration of provincial clusters and ensuring implementation of activities as scheduled based on the approved Work and Financial Plan. Supervise and monitor the systems and processes for Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the Municipal level in accordance with the approved work and financial plan and standard procedures of the program.

Job Functions and Output:

1. Reviews and provides inputs and recommendations to proposed activities and budgetary requirements at Provincial level; Checks and evaluates the resource requirements of provincial operations (personnel, materials and logistics), follows-up with concerned units, coordinates with field staff and allocates resources accordingly.
2. Provide technical assistance and supervision through consultation, meetings, dialogues, case conferences, and conduct of spot checks and mentoring to the Municipal Links/field implementers in the performance of their tasks and functions and achievement of deliverables (combined duties of PL and SWO III).
3. Checks and provides technical assistance to subordinates to ensure province Municipal/Local/Provincial Advisory Committees, Municipal/Local/Provincial Action Teams; Evaluates program situation in the province and conducts consultative meetings and communicates with stakeholder counterparts to discuss provincial program situation, issues, and concerns and seek their involvement in the resolution of such and promotion of the program specifically on meeting the supply side requirements, advocacy and convergence thrusts including tapping and mobilization of community resources .
4. Monitor and supervise the systems operations at the provincial level particularly on the

- timely response to documents and requirements of the key systems (e.g timely and complete submission of updates form; dissemination, completion of CVS forms by partner agencies and stakeholders; retrieval and submission to RPMO, and response to queries and complaints and validation of GRS cases and conduct of cash grants releases).
5. Review and monitor the consolidated updates/reports on provincial caseload (also as follows):
 - a. Registration and Enrollment-IDs, Oath of Commitment & LBP forms;
 - b. Household data updating;
 - c. Verifications of compliance – households, children, schools, and health centers covered in the conduct of verification;
 - d. Updating of library of schools and health centers in coordination with the ITO;
 - e. Grievances and complaints received, responded, and resolved.
 6. Monitor and ensure the compliance of Local Government Units and partner agencies on supply side requirements of the program.
 7. Coordinate with the cluster focal staff and CIMLs in the implementation of the 4P's within the cluster area down to the Municipal level.
 8. Assist City Link/Caseworkers on the conduct of case management of households with dysfunctional families and/or whose household members are in difficult circumstances such as child and women abuse cases, child in conflict with the law, marital conflict, and systems-related cases.
 9. Ensure close coordination with key partner agencies, LGUs and other stakeholders at the municipal level through the Municipal Link to facilitate compliance verification, complementation of support services and other requirements of the program.
 10. Consolidate, review, and provide inputs, submit periodic reports on the accomplishments, case summary report and issues and recommendations submitted by the City/Municipal Links and endorse the same to the Operations Office for action of the Area Coordinator/Provincial Link.
 11. Assist in the conduct of performance evaluation of the C/MLs.
 12. Conduct interviews, home visits, field validation, counseling, and case management of the beneficiaries of the Program.
 13. Assist in the supervision of the following positions stationed in the City/Municipal Operations Offices: C/MLs and SWAs.
 14. Ensures the caseload of City Links and SWAs are proportionate to the number of households, parent groups, and geographical area where the beneficiaries are assigned each group.
 15. Ensures the facilitation of community organizing at the District/City level where resource mobilization is exhausted to uplift the level of well-being of partner beneficiaries.
 16. Facilitate referrals or link the partner beneficiaries to appropriate social interventions.

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%
• 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 Highest rating but overall rating should not 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 28, 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