

Date: 15 August 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 **permanent** position with details as follows:

Office: Policy and Plans Division

PROJECT DEVELOPMENT OFFICER III

Item Number : OSEC-DSWDB-PDO3-3-2015
Compensation : SG 18 (Php 46,725.00)
Place of Assignment : Standards Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree in Social Work
Training : At least 8 hours of relevant training in Standards regulatory services, case management, Pre-Marriage orientation and counseling, accreditation of SWDAs and Service Providers and other relevant trainings attended
Experience : At least 2 years of work-related experience in government regulatory services, conduct of validation and assessment, service delivery management, program management, case management, and overall assessment of Social Welfare and Development Agencies
Eligibility : RA 1080 (RSW)
Skills : Proficient in the use and utilization of MS Office applications, proficient in Excel means running and creating functions, pivot tables and charts, and the ability to generate simple Excel Macro; be able to effectively use other reporting and presentation apps; must have a proficiency in oral and technical writing; innovative personality, which is creative and open to new ideas and concepts.

JOB DESCRIPTION:

Under the general supervision of the Section Head, the PDO III shall dispense tasks related to the regulatory services includes Registration, Licensing and Accreditation of Social Welfare & Development Agencies (SWDAs) and Service Providers as well as monitoring for the Sustained Compliance to the social welfare and development standards.

Functions and Responsibilities:

1. To assist in the provision of regulatory services of the Department which includes Registration, Licensing and Accreditation of the Social Welfare & Development Agencies (SWDAs) and Service Providers;
2. Review, assess and provide comments and inputs on Draft Policies and Guidelines in relation to standards and regulatory functions of the Department;
3. Ensure enforcement of approved guidelines and policies along standards and regulations;

4. Provide Technical Assistance through consultations, dialogues, conferences, conventions and trainings to DSWD Internal Staff, LGU, NGA, NGO and CSO Partners along standards and regulations;
5. Facilitate Endorsement letter of CDCs to ECCD Council for Conferment of Recognition;
6. Act as Secretariat of the DSWD Field Office Review Committee;
7. Continuous assessment, analysis and provision of TA on the implementation of DSWD Standards and Regulatory Functions and recommend strategies, systems and procedures to facilitate increased turn-out of partners wanting to undergo RLA and sustain RLA of SWDAs;
8. Ensure updating of Online Database for DSWD SWDAs and Service Providers;
9. Provide Technical Knowledge and expertise in the enhancement and finalization of the Standards R.E.L.I.A.N.C.E database management system;
10. Ensure timely response to the following requests:
 - Duty Free Entry of Foreign Goods;
 - Public Solicitations;
 - Validation assessment for Implementing CSOs
11. Facilitate advocacy along standards and regulatory functions of the DSWD;
12. Conduct Monitoring for SWAs/SWDAs sustained compliance on SWD Standards;
13. Formulate program initiatives for improvement of the delivery of regulatory services.
14. Perform other tasks as may be delegated or assigned by 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%
Total	100%

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 25 August 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