

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

**Office: PANTAWID PAMILYANG PILIPINO PROGRAM**

### Project Development Officer I (Provincial Monitoring and Evaluation Officer)

Item number : N/A  
Compensation : SG 11 (Php 27,000)  
Place of Assignment : Province of Dinagat Islands

### PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree relevant to the job  
Experience : At least six (6) months of relevant experience  
Training : At least eight (8) hours of relevant training  
Eligibility : CS Professional Eligibility (Professional) / RA 1080

### JOB DESCRIPTION:

The **Provincial Monitoring and Evaluation Officer (PMEO)** is primarily responsible for the implementation of the planning, monitoring and evaluation mechanisms of the program implementation in the Provincial Operations Office.

### Job Functions and Output:

1. Consolidate and prepare Quarterly, Semestral and Annual Provincial Accomplishment Report;
2. Provide inputs to the Provincial Annual Plan;
3. Conduct field monitoring and spot checks as required by the Provincial Link (PL);
4. Provide technical support to all evaluation activities for the program such as the implementation/conduct of external spot checks and program Impact Evaluation as relayed by the Regional -Program Management Office (RPMO);
5. Recommend policies and/or strategies pertaining to planning, monitoring and evaluation, and research;
6. Assist in the conduct of the Provincial Program Implementation Review (PIR);
7. Provide technical assistance to City/Municipal operations offices in the preparation of technical supports and other concerns related to the program implementation;
8. Endorse research and data request to the Regional Office through the Records Section following the Standards operating procedures;
9. Submit Special Reports as required.

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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%**

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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 AUGUST 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