

Date: **23 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 Contract of Service** position with details as follows:

**Office: PROMOTIVE SERVICES DIVISION - FOOD STAMP PROGRAM****PROJECT DEVELOPMENT OFFICER II**

Designation : **Retail Management Officer**  
Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: Regional Program Management Office

**PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree relevant to the Job  
Training : At least four (4) hours of relevant training  
Experience : At least one (1) year of experience  
Eligibility : None required but having a license/ eligibility is an advantage

**Job Functions and Output:**

The **Project Development Officer II – Retail Management Officer** is to facilitate coordinate and engagement with partner retailers/ local markets and various stakeholders for resource augmentation, policy development, and technical support, and strategic and sustainable partnership towards enhanced program implementation, improved well-being of the beneficiaries and their sustainable transition out of hunger.

1. Establishment and maintenance of Retailer Management Database;
2. Provide necessary technical assistance to the partners that will help them execute properly the FSP Framework;
3. Based on the result of the monitoring, shall identify recommendations along program implementation, policy enhancements, among others;
4. Analyze field performance and accomplishments, and use data analysis in preparing and implementing appropriate technical assistance interventions;
5. Prepare technical reports based on monitored retailer performance and accomplishments;
6. Conduct retailer monitoring, either spot checks or consultation meetings, to validate and assess accomplishment reports;
7. Update the concerned retailers on new policies, directions and guidelines of the FSP; and
8. Perform other related tasks that may be assigned from time to time by the National and Regional Program Management Office.

**Job Outputs:**

- a. Retailer Management Database;
- b. Retailer Management Agreements;
- c. Retailer Management Plan; and
- d. Retailer Management Reports

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%
<b>Total</b>	<b>100%</b>

**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 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