

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 III**

Designation : **Regional Program Coordinator**
Item number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree related to the job and/or Social Sciences degree
Training : At least eight (8) hours of relevant training in any or combination of the following: project management, inter-agency collaboration, business operation, project implementation, employment relations, grievance redress system, and community organizing
Experience : At least two (2) years of experience in development-related projects involving community organizing, business development and training
Eligibility : None required but having a license/ eligibility is an advantage

Job Functions and Output:

The **Project Development Officer III – Regional Program Coordinator (RPC)** supervises the over-all regional implementation of the program to ensure that the directives and physical and financial targets are delivered. This includes provision of technical assistance to field staff in terms of planning, implementation, monitoring and evaluation and setting of direction for capability building and management, financial management and social marketing.

Specific Functions:

- a. Policy recommendations and operational guidelines;
 - b. Work and Financial Plan, Project Procurement Management Plan (PPMP), and Annual Procurement (APP);
 - c. Technical Assistance Plan; and
 - d. Technical Reports and Feedback Reports.
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1. Develop implementation strategies through plans and models, such as:
 - a. Preparing Work and Financial Plan for implementation;
 - b. Preparing and executing a regional level monitoring and technical assistance plan for Food Stamp Program; and
 - c. Identifying strategies to sustain good practices to accomplish targets.

2. Perform over-all regional leadership and management, including the following:
 - a. Collaborating with the other core programs and other public and private institutions in the province;
 - b. Supervising the regional implementation of Food Stamp Program and for vulnerable sectors and livelihood referrals;
 - c. Managing referrals and grievances promptly and ensuring appropriate actions are done within timeline and follow standard operating procedures;
 - d. Reviewing the presentation and securing the dissemination of reports on physical and financial accomplishments;
 - e. Leading regional operations assessment to ensure that the program is implemented in accordance to Food Stamp Program policies and guidelines;
 - f. Conducting periodic implementation reviews to ensure that the program is implemented in accordance to the existing policies and directions of the organization; and
 - g. Conducting a periodic performance assessment to the RPMO Staff to provide necessary technical assistance.

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 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 *gom*

Human Resource Planning and Performance Management Section