

Date: **08 NOVEMBER 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: OFFICE OF THE REGIONAL DIRECTOR

PROJECT DEVELOPMENT OFFICER I

Designation : Writer
Compensation : SG 11 with premium (Php 28,485.00)
Place of Assignment : Office of the Regional Director

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Communication (Mass Communication, Development Communication, Journalism), AB Literature and other related courses
Training : At least eight (8) hours of relevant training
Experience : At least one (1) year of relevant experience
Eligibility : Career Service (Professional) Second Level Eligibility
Skills : Knowledge in Photojournalism is a plus

JOB DESCRIPTION:

Under immediate supervision, performs office and/or administrative functions in the Office of the Regional Director, and does other related work.

Job Functions and Output:

1. Prepares/facilitates in coordination with the proponent division/program the briefers, different kinds of correspondence and speech of the regional Director.
2. Responsible in reviewing various Communication and Endorsement letters submitted by programs/sections for signature.
3. Responsible in drafting memorandums and response letters to any internal and external communication/invitation received.
4. Prepares write-up/documentation of the activities of the Regional Director for posting at the Field Office' FB page in coordination with the Social Marketing Section (SMS).
5. Assists the SMS in the preparation of the Regional Director/ Field Office' key messages to the public media relations.
6. Assists the Regional Executive Assistant in the field visits/activities of the Regional Director, as deemed necessary.
7. Does other related tasks that may be assigned by the Regional Director, as immediate 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%
 - 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 November 13, 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