

Date: **06 DECEMBER 2023**

## **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **five (5) vacant Contract of Service** positions with details as follows:

**Office: Sustainable Livelihood Program**

### **PROJECT DEVELOPMENT OFFICER II**

Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: Within Region Caraga

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in any Business-Related and/ or Social Sciences  
Training : At least four (4) hours of relevant training in any or combination of the following: project management, social entrepreneurship, business plan development, business operation, project implementation, employment relations and community organizing.  
Experience : At least one (1) year of relevant experience in development-related projects involving community organizing, business development and training.  
Eligibility : None Required  
Skills : (a) adept in community mobilizing; (b) computer literate with basic knowledge on MS Office applications especially in MS Word, Excel and Power point; (c) capable in writing technical reports with minimal guidance; (d) and with basic skills on bookkeeping and project management.

### **JOB DESCRIPTION:**

The Project Development Officer II - Implementing PDO is responsible for conducting social preparation and facilitating capability-building activities of program participants, assisting program participants in writing and preparing their project proposals, identifying market opportunities for products and services of program participants, and coordinating with local stakeholders for complimentary interventions for program participants.

### **Job Functions and Output:**

- 1. Conduct preparatory activities for program implementation such as:**
  - a. Gathering municipal data and information relevant to participant and project

- identification;
  - b. Scanning local market trends and commercial establishments to identify sources of materials, tools and equipment needed to start-up microenterprises, as well as direct market for goods and services of the microenterprise; and
  - c. Coordinating with local public and private sector stakeholders as development partners for social preparations and trainings, provision of complementary interventions and institutional market linking.
- 2. Organize social preparation and other capability-building activities for program participants, primarily by:**
- a. Conducting orientation and SLP assemblies to spread awareness about the program, its implementation process and interventions, and participant eligibility;
  - b. Facilitating the program’s social preparation activities; and
  - c. Coaching program participants on business plan development and feasibility studies to identify the most appropriate and profitable livelihood endeavors.
- 3. Facilitate livelihood assistance through:**
- a. Facilitating project proposal review and approval for funding and project implementation; and
  - b. Ensuring the delivery and execution of SLP proposed projects for program participants;
  - c. Mobilizing resources for complementary form public and private sector stakeholders.
- 4. Report and Monitor Program Implementation:**
- a. Utilizing the Participant Qualification Assessment Form and reporting of social preparation and other capability-building activities;
  - b. Submitting necessary documents and means of verification for the review and approval of project proposals, as well as the delivery of program modalities;
  - c. Utilizing the monitoring and evaluation system to account for program participants served and specific assistance provided; and
  - d. Submit monthly narratives for accomplishments based on the prescribes template.

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 DECEMBER 16, 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