

Date: 03 January 2024

## **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: DISASTER RESPONSE MANAGEMENT DIVISION (DRMD)**

### **PROJECT DEVELOPMENT OFFICER II- REPOST**

Item Number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment : Field Office – Disaster Response Information Management Section

### **PREFERRED QUALIFICATIONS**

Education : Bachelor's Degree in Information Technology or any Computer related courses  
Experience : At least one (1) year of relevant experience in DRRM programs, projects and activities  
Training : At least four (4) hours of relevant training preferably in the areas of Disaster Risk Reduction and Management (DRRM) policies, guidelines, and program implementation  
Eligibility : CS Professional/ 2<sup>nd</sup> Level Eligibility (Optional)  
Others :

- Computer literate with knowledge on MS Office and databases;
- Excellent in written and oral communication
- Keen attention to details
- Competent ability to provide technical assistance
- Excellent analytical thinking
- Willing to work long hours, to go on field work and to handle multi tasks type of work
- Able to work harmoniously, competently and effectively even under pressure

### **Job Output:**

1. Timely-released and up-to-date DROMIC Reports and updates on all of DRMD's Disaster Response Activities: from its Disaster Preparedness for Response; Disaster Response Management; Early Recovery and Rehabilitation; and Disaster Risk Resiliency programs, projects and activities (PPAs) – accessible on file and in the DRMD & DROMIC websites (if available)
2. Memorandum for related communications
3. Feedback reports on field missions/ field monitoring visits/ technical assistance; meetings, workshops, trainings, etc.; DRRM-related DROMIC Reports, PowerPoint presentations
4. Comments and inputs to correspondences, policies, and guidelines as required by the Section/ Unit Head, Division Chief, Regional Director; and
5. Other reports as may be required.



**Functions and Responsibilities:**

1. Engage in 24/7 DROMIC reporting duty for monitoring all disaster incidents, especially reports coming from PLGUs thru the SWADT, and prepare required DRRM-related DROMIC reports in a prompt manner.
2. Closely coordinate with PLGUs Staff/ SWADT counterparts to obtain DRRM-related DROMIC reports.
3. Closely collaborate with PLGU/ SWADT counterpart – particularly those engaged in disaster preparedness and response – to obtain DRRM-related DROMIC reports and updates.

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%
• Competency-Based 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 the ETE

**Final Shortlisting:** Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application thru <https://caraga-iris.dswd.gov.ph/> with the complete scanned copies of the following documents below **on or before 08 January 2024**.

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 [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph).

  
**GENELYN P. MARTURILLAS**  
Administrative Officer V  
NRPPMS Head