

Date: 3 APRIL 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 **Contractual** position with details as follows:

**Office: Office of the Regional Director**

#### **INFORMATION OFFICER II (EXTENDED DEADLINE)**

Item number : N/A  
Compensation : SG 15 (Php 36,619)  
Fund Source : Pantawid Pamilyang Pilipino Program  
Place of Assignment : Social Marketing Section

#### **PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):**

**Education** : Bachelor of Arts in Communication (Mass Communication, Development Communication, Journalism), AB English, AB Literature, and other related courses  
**Experience** : At least 1 year of work-related experience in planning, journalism/writing, communications, development communication, IEC production, and social media management  
**Training** : At least 8 hours of relevant training in planning, communications, and/or social marketing  
**Eligibility** : Career Service (Professional), Second Level Eligibility  
**Skills** : Good written, verbal communications skills (Bisaya, Tagalog, English). Above average skills in photography, lay outing, video production, events organizing.

#### **JOB DESCRIPTION:**

The **Information Officer of the Pantawid Pamilyang Pilipino Program** takes the lead in the advocacy and social marketing efforts for the program, providing necessary support functions for the program.

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

1. Prepares Communication Plan for the program with emphasis on planned activities and engagements for different partner-stakeholders;
2. Designs IEC materials based on the target audience and language to be used;
3. Gathers data/information through interviews, site visit, and partners engagements with photos necessary;
4. Prepares proposals and documentation of activities, seminars, training, special events of the program and the field office;
5. Prepares and develops audio visual materials as deemed important for advocacy and program implementation;
6. Updates/manages DSWD Caraga website and other DSWD Caraga social media accounts;
7. Facilitates conduct of events involving stakeholders, NGOs, POs, NGAs, etc;
8. Serve as spokesperson for the Program, on behalf of the program manager/Regional Program Coordinator;
9. Provides technical assistance to RPMO/Field staff with regards to the advocacy aspect of the Program, branding and communication; Conducts/assists in the activities initiated by the Social Marketing Unit and other related tasks.

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 APRIL 13, 2024.**

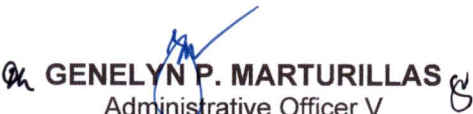
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
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 <https://caraga-iris.dswd.gov.ph/>.

  
**GENELYN P. MARTURILLAS**  
 Administrative Officer V  
 Human Resource Planning and Performance Management Section