

Date: 24 MAY 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: Human Resource Management and Development Division

PROJECT DEVELOPMENT OFFICER II

Item number : N/A
Compensation : SG 11 (Php 36,619.00)
Place of Assignment : Human Resource Planning and Performance Management Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree in Human Resource Management, Psychology and other related courses
Experience : At least 2 years of work-related experience in Recruitment, Selection, and Placement
Training : At least 8 hours of relevant training related to Recruitment, Selection, and Placement
Eligibility : Career Service (Professional) Eligibility / RA 1080

JOB DESCRIPTION:

The **Project Development Officer II** of the Human Resource Planning and Performance Management Section will serve as the **Second Alternate Head**, the **Onboarding** and **HPMES Focal Person**. The **Project Development Officer II** also performs the following tasks below:

Job Functions and Output:

Onboarding Focal Person

1. Prepare, coordinate, and arrange with the concerned persons or offices prior and during the first 6 months of the newly hired employees;
2. Provide necessary forms and conduct brief HR orientation to the newly hired employees;
3. Ensure completeness of pre-employment requirements of the newly hired employees to be submitted to the CSC and PAS;
4. Facilitate the request for creation of DSWD email address and active directory account;
5. Assist in performance monitoring and evaluation;
6. Assist the newly hired employees in the continuous updating of the Journey Checklist;
7. Provide reminders to the newly hired employees on salient timeliness and pillars during their first 6 months;
8. Conduct a monitoring, periodic review and evaluation of the Onboarding Program;
9. Orient the partners regarding the Onboarding Program to have a better understanding and appreciation of the program;
10. Endorse the newly hired employees to the respective OBSU on the day of assumption;
11. Maintain and update monitoring tool used for tracking newly hired employees.

HPMES Reportorial Focal Person

12. Monitor and Prepare HPMES report quarterly and/or as the need arises.

In-Charge of Staffing Report (Workforce function)

13. Updates, monitors and maintain records of all newly hired and separated staff;
14. Prepares staffing report and submit to Central Office every 5th of the month.

Recruitment, Selection, and Placement Function

- 15. Assigned to paperscreen all applications received on weekends;
- 16. Assist in the Recruitment and Selection process as the need arises.

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 May 31, 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