



Date: 14 June 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: Protective Services Division

Project Development Officer I (Extended Deadline)

Item number : N/A
 Compensation : SG 11 (Php 27,000.00)
 Place of Assignment: Within Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree preferably in Information Technology/Computer Science
 Experience : at least one (1) year of work-related experience
 Training : at least 4 hours of relevant training
 Eligibility : With or without eligibility

JOB DESCRIPTION:

Under general supervision of Social Pension Focal Person and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to program evaluation and assessment, some experience and broad knowledge on gathering and collection of data; payroll generation and does other related tasks that maybe assigned from time to time.

Functions and Responsibilities:

1. Serve as payroll officer.
2. Assist in the disbursement of stipend to Social Pension beneficiaries within the region.
3. Provide technical assistance to LGUs in the implementation of the program.
4. Facilitate delisting of names of Social Pension beneficiaries in the payroll based on the LGU reports and DSWD Field Office validation.
5. Conduct validation on the eligibility status of the existing and potential beneficiaries of the program.
6. Facilitate encoding of names of potential beneficiaries (waitlisted senior citizens) based on the clean list report from LGU and walk-in applicants.
7. Facilitate preparation of Certificate of Eligibility and Payrolls of validated eligible.
8. Maintain and update Social Pension Information System Database.
9. Prepare endorsement letters of Social Pension beneficiaries who will transfer to another region.
10. Plot and track schedule of pay-out with corresponding assigned paymasters.
11. Sort/compile liquidation reports, payrolls, authorization and other pertinent attachments in preparation for COA submission.
12. Conduct field validation, entertain walk-in clients and conduct pay-out.
13. Perform other related tasks as requested by the 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%



Field Office - Caraga Region

- Competency-Based 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 the ETE
Second Shortlisting: Top five (5) highest rating but overall rating should not be 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 17 June 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