

Date: **28 AUGUST 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: Policy and Plans Division**

### **PROJECT DEVELOPMENT OFFICER II**

Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: DSWD Field Office Caraga-PDPS

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in Social Work, Sociology, Statistics, Political Science, Development Studies or equivalent combination of education, certification and experience  
Training : At least four (4) hours of relevant training  
Experience : At least one (1) year of research and evaluation (R&E)-related work experience, policy writing and/or research in development and government work  
Eligibility : None Required  
Skills : Proficient in the use of MS Office, especially MS Excel: proficient in technical writing; with advanced knowledge in research and evaluation

### **Job Description:**

The role of the Research Focal is to handle research and data request transactions by external researchers, undertake in-house researches and develop research and evaluation initiatives in the Field Office.

### **Job Functions and Outputs:**

1. Provide technical assistance in the plan formulation and development along research and evaluation and other allied concerns;
2. Implement and monitor developments on DSWD Research and Evaluation Agenda at the Field Office;
3. Act on the following:

- Facilitate research and evaluation study requests (Research SOP 001)
  - Facilitate SWD data and information requests (Research SOP 002)
  - Facilitate in-house research review and approval (Research SOP 3)
  - Conduct of the Regional Research and Evaluation-Technical Working Group (RRE-TWG) meeting
  - Conduct of the Research Ethics Committee (REC) meetings
  - Conduct of research and evaluation exit conference
  - Monitoring and submission of research and evaluation inventory for the PDPS And PDPB Monitoring
  - Conduct of internal research review process for FO-initiated studies
4. Prepares draft memorandum requiring the concerned DSWD Field Office Units, Focal Persons to submit comments and inputs to CO-initiated draft guidelines and policies; Prepares draft report on consolidated comments/inputs from the concerned DSWD Field Office Units, Focal Persons on CO-initiated draft guidelines and policies;
  5. Act as Technical Assistance Provider to FO ODSUs, other FOs, internal and external partner stakeholders when requested;
  6. Draft special reports required by CO and special instructions from Section Head, Division Chief, and/or RD and
  7. Act on related functions assigned 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%         |
| • 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 SEPTEMBER 2, 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