



Date: **10 September 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: Administrative Division

Project Development Officer II

Item number : N/A
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment: Field Office Caraga – General Service Section

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Civil Engineering or equivalent combination of education, certification and experience

Experience: At least 1 year of work-related experience in software application and system implementation, and government work

Training : At least 8 hours of relevant training in Engineering software applications and systems

Eligibility : Career Service (Professional) Second Level Eligibility / RA 1080

Skills : Proficient in the use of MS Office, especially MS Excel; proficient in Engineering software applications (AUTOCAD and Sketchup)

GENERAL FUNCTION:

The role of the Project Development Officer II for the General Service has two functions: Planning, development and monitoring of CRCF funded projects, and General Services Building and grounds repair and maintenance.

PRIMARY TASK:

1. Facilitate assigned responsible persons to the requested technical assistance;
2. Prepare Engineering Design and Technical Drawings with complete detail;
3. Prepare Program of Works (POW) and detailed estimates;
4. Prepare Statement of Work accomplished, variation order / change order, Gannt Chart / PERT CPM;
5. Prepare Purchase Order for F.O. and General Services;
6. Prepare OBS and DV for F.O. Expenses;
7. Prepare Job Order (Labor services for F.O.);
8. Prepare Summary of Expenses and Liquidation Report;
9. Supervise F.O. project implementation;
10. Supervise F.O. utility and skilled worker's job;

11. Assist and follow-up documents pertaining to General Services concerns such as PR and Job Order;
12. Assist and facilitate travel of vehicles (dispatching under General Services Section);
13. Perform other tasks every now and then as per directive 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%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment Review	<u>5%</u>
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of 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 September 17, 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