



Field Office - Caraga Region

Date: 23 October 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** positions with details as follows:

Office: Protective Services Division

Project Development Officer I

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

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
 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; preparation of Monthly, Quarterly feedback, interpretation and simple analysis of data and does other related task that may be assigned from time to time.

Functions and Responsibilities:

1. Conduct spot-check to beneficiaries on the utilization of their Social Pension Grants.
2. Validate the LGUs list of unserved indigent senior citizens submitted by the LGUs and the list of existing beneficiaries' subject for delisting and replacement.
3. Take accurate documentation, proceedings, and minutes as assigned.
4. Provide FO of the feedback report and recommendation relative to the various issues/concerns of LGU implementation of Social Pension.
5. Conduct monitoring visit, pay-out and provide technical assistance to program implementers.
6. Monitor the implementation of Social Pension activities, disbursement and liquidation of funds.
7. Prepare and submit accomplishment report on Social Pension.
8. Analyze the LGUs accomplishment both physical and financial.
9. Conduct meeting/dialogue with LGU partners on program implementation, policies and procedures.
10. Review/assess various requests from partners/stakeholders and provides appropriate responses/assistance on a timely manner.
11. Attend to walk-in clients, inquiries, request and other related activities on Social Pension.
12. Acts on complaints from individuals/stakeholders.
13. Facilitate other concerns needing immediate action with completed staff work and other tasks as maybe necessary.
14. Performs other tasks as assigned by the supervisor.



Applicants should be guided by the following **Criteria for Evaluation**:

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|---|-------------|
| • 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 | 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 28 October 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

