



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** position with details as follows:

Office: INNOVATIONS DIVISION

PROJECT DEVELOPMENT OFFICER II

Item number : N/A
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment: Walang Gutom Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Graduate of communication-related courses
 Experience: None required
 Training : None required
 Eligibility : None required but having an eligibility is an advantage

Job Description:

Perform tasks related to public affairs, advocacy, media relations, and content creation.

Functions and responsibilities:

1. Conceptualizes and writes scripts, press releases, and feature stories;
2. Edits photos and videos;
3. Contributes relevant content for the WG NPMO to be posted on the WGP pages, ensuring that all information is accurate, engaging, and aligned with the WGP's messaging and goals;
4. Produces e-campaign materials;
5. Assists in documenting events; and
6. Perform other related tasks that may be assigned from time to time by the Regional Program Coordinator.

Job Outputs:

1. Scripts, Press Releases, Feature Stories
2. Messages/ Speeches
3. Video Materials
4. Special events documentation
5. Contents
6. Information, Education and Communication (IEC) and advocacy materials

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 5%
- 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 OCTOBER 27, 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