

Date: 18 NOVEMBER 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: Promotive Services Division

PROJECT DEVELOPMENT OFFICER I

Item number : N/A
Compensation : SG 11 (Php 27,000.00)
Place of Assignment: DSWD Field Office Caraga-ROC & Legal Unit

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree preferable in Social Science
Training : At least four (4) hours of relevant training
Experience : At least one (1) year of relevant experience
Eligibility : Career Service Professional/ 2nd Level Eligibility

Job Description:

The Project Development Officer (PDO) I will fulfill a dual function under the general supervision of the Regional Operations Center (ROC) Head and Head of the Legal Unit.

Job Functions and Outputs:

For the ROC, the PDO I will:

1. Act as the information controller by maintaining a database/system/tool that consolidates all grievances/complaints endorsed to the Field Office;
2. Document and submit incident reports on database/system/tool issue/s to the PDO II-IT;
3. Assist in monitoring endorsed grievances received through the ROC official email;
4. Assist in monitoring 8888 and Civil Service Commission-Contact Center ng Bayan grievances, ensuring closure/resolution on/before the prescribed timeline;
5. Acts as the focal person for non-8888 complaints, ensuring closure/resolution on/before the prescribed timeline;
6. Occasionally acts as an officer of the day in the Public Assistance and Complaints Desk;
7. Prepares technical reports as assigned by the immediate supervisor and
8. Perform other related tasks.

For the Legal Unit, the PDO I will:

1. Provide administrative support to ensure efficient operation within the Unit, including organizing meetings, maintaining records and managing communications;
2. Assist in researching relevant laws, jurisprudence, regulations and legal articles;
3. Act as a document custodian, facilitating incoming and outgoing documents for legal documents;
4. Liaise with the accounting and budget units of the DSWD Regional Office and
5. Perform other related tasks that the immediate supervisors may assign occasionally.

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%
Total	100%

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 NOVEMBER 23, 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/>.



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Administrative Officer V
Human Resource Planning and Performance Management Section