



Date: 20 December 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: Protective Services Division**

### Project Development Officer III (LED Secretariat)

Item number : N/A  
 Compensation : SG 18 (Php 46, 725.00)  
 Place of Assignment: FO Caraga

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Work or any Social Sciences or related course  
 (units earned or completion of Master's Degree is an advantage)  
 Experience : 3 years relevant experience  
 Training : at least twenty-four hours relevant training  
 Eligibility : With or without eligibility

### JOB DESCRIPTION:

Under immediate supervision of the PSD Chief and will assist in the operationalization of the RIACAT-VAWC by providing technical support, implement regular projects and activities and performs tasks to ensure the delivery of expected outputs and other targets are as follows:

#### **Job Output/s:**

1. Annual/Semestral/Quarterly Accomplishment Reports
2. Minutes of the Meetings
3. Committee Resolutions
4. Strategic Plans
5. Other reports related to tasks

#### **Functions and Responsibilities:**

1. Monitor compliance of LGUs on National Legislations: RA 9775, RA 11862, RA 11313, RA 9262 and other relevant laws.
2. Consolidate monitoring report of RA 9262, RA 9775, RA 11862 and other relevant laws.
3. Conduct advocacy activities and lead in the planning of sectoral celebrations.
4. Draft communications to intermediaries and stakeholders on program concerns.
5. Prepare committee resolutions, ordinances and other position papers.
6. Consolidate member agencies accomplishment reports relative to anti-child pornography, trafficking and VAWC.
7. Lead also as Secretariat of the Gender-based Violence and Child Protection Working Committee under Protection Cluster of RDRS.
8. Prepare GBV-CP's framework design as basis of the plan and activities to be conducted.
9. Assist in the conduct of regular and special meetings of the council and its subcommittees.
10. Provide monitoring and technical assistance to the Council Secretariat of the Field Offices/Local Councils relative to the program implementation and capacity building activities.
11. Responds to incoming communications and turn-around communications.



12. Develop the regional council directory.
13. Develop innovations and initiatives to sustain the active participation of the member agencies.
14. Prepare project proposal, concept papers, strategic plans and etc.
15. Submits quarterly accomplishment and fund utilization reports to National LED Secretariat.
16. Consolidates VAW data/cases for the SDG reports to inter-agencies.
17. Performs other task as directed by supervisor, division chief and by the Regional Director e.g. GAD.

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%
<b>Total</b>	<b>100%</b>

**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 30 December 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