

Date: **24 FEBRUARY 2025**

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: Disaster Response Management Division

PROJECT DEVELOPMENT OFFICER II

Item number : N/A
Compensation : SG 15 (Php 36, 619.00)
Place of Assignment: DSWD Field Office Caraga-DRMD

PREFERRED QUALIFICATIONS:

Education : Bachelor of Science in Social Work
Training : At least four (4) hours of relevant training in disaster related programs and services
Experience : At least one (1) year of disaster related work-related experience
Skills : Proficient in assessment, technical writing, communication skills and use of MS Office
Eligibility : RA 1080 (Registered Social Worker)

General Function:

The PDO II shall assist the DRRS Head in the performance of disaster response and rehabilitation in the DRMD, Field Office. He/she will serve as the Focal Person in the assigned province by assessing the needs and help the communities affected by disaster/calamities and other needs and other incidents in providing augmentation assistance. He/she must work with families, groups and individuals to overcome from the challenges and provide technical assistance to LGUs, stakeholders and other partner agencies related to disaster programs and services and advocate for change.

Primary Tasks:

1. Monitor the area of assignment when there is a threat in the weather systems or any weather disturbances in the region.
2. Assess the request of LGUs for augmentation assistance for food and non-food items.
3. Prepare and submit assessment reports, response letters, feedback reports, project proposals and other reports related to the assigned works.

4. Review project proposals submitted from LGUs related to the request for Food for Work and Training.
5. Assist the Disaster Response Team during the disaster response operations.
6. Provides administrative support, prepare communications and other related works to ensure that the operations of the disaster are maintained in an effective, updated and accurate manner.
7. Assist in the preparation of advocacy kits, presentation materials and other IEC materials.
8. Provides administrative support and facilitate during the conduct of disaster related activities such as workshop, seminars, meeting monitoring and technical visits, etc.
9. Acts as Resource Person on disaster related activities and capability activities.
10. Represent the Field Office in meeting with National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs) as directed by the Regional Director/ Division Chief.
11. Monitor compliance of Local Government Units in the conduct of several programs/services of the Department such as Cash for Work, Food for Work/ Training, Emergency Cash Transfer and Relief Augmentation Assistance.
12. Monitor the Internally Displaced Persons (IPDs) both inside and outside evacuation centers during disaster occurrence and assessed their needs if necessary.
13. Provides technical assistance to Local Government Units, particularly Food for Work/Training, Emergency Cash Transfer, Cash for Work and other appropriate strategies on implementing the disaster related programs/services.
14. Assist in the monitoring of the implementation of Comprehensive Emergency Program for Children, Women and Child Friendly Spaces if necessary.
15. Perform other related task as may be assigned by the immediate supervisor and division chief.

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 MARCH 02, 2025**.

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;
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. Requests for extension of submission and application with incomplete documents shall not be entertained.
- c. 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