



31 January 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 **permanent** position with details as follows:

Office: Policy and Plans Division

PLANNING OFFICER III (Extended Deadline)

Item Number : OSEC-DSWDB-PLO3-60-2015
 Designation : Section Head
 Compensation : SG 18 (Php 49,015.00)
 Place of Assignment : Field Office Caraga – Policy Development and Planning Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job
 Training : 8 hours of relevant training
 Experience : 2 years of relevant experience
 Eligibility : CS (Professional)/ Second Level Eligibility

JOB DESCRIPTION:

Performs general supervision, planning, plan monitoring, policy and research facilitation and other related functions.

Job Outputs:

1. Regional Thrusts and Priorities
2. Annual Performance Assessment/ Accomplishment Report
3. Statistical Report
4. Activity Proposals
5. Risk Treatment Plan
6. Risk and Opportunity Report
7. Social Protection and Development Report
8. Social Protection Monitoring Report
9. Work and Financial Report
10. Budget Hearing Documents
11. Regional Plan and Budget Proposal
12. Legislators and Gubernatorial Report
13. Integrated PREW Executive Summary
14. Management Review and MANCOM minutes of meeting
15. Research related report
16. Work and Financial Plan
17. ISO-QMS related report
18. Other related reportorial requirements

Functions and Responsibilities:

1. Prepares various periodic reports required by the Central Office, FO top management, inter-agency requirements, and other related reports;
2. Assess and analyze reports from the FO offices and partner agencies and other intermediaries;
3. Provides assistance to officials and employees and intermediaries relative to plan and budget formulation, plan monitoring, policy and research facilitation;
4. Prepare/review activity proposals for all the related activities of the Section;
5. Review and prepare inputs to policies, guidelines and other technical papers;
6. Provide technical assistance to FO offices, LGUs, NGOs, CSOs, academe, civil society and other stakeholders related to plans and budget formulation, plan monitoring, policy and research;
7. Consolidate and prepare the Social Protection and Development Report;
8. Dissemination and monitor the Agency strategic plans, social protection plan, policy agenda, research agenda and other related plans;
9. Lead the formulation of the translation of Regional Thrusts and Priorities;
10. Conduct of FO initiated researches;
11. Develop, monitor and disseminate the Regional Risk Treatment Plan;
12. Act as resource person subject matter experts;
13. Act as focal person to inter-office committees;
14. Perform secretariat functions to RMANCOM, RD-TWG, RRE-TWG, GAD TWG. PMT, RPMETT and among others;
15. Conducts office and individual competency performance assessments;
16. Provide technical support to inter-agency and inter-office committees;
17. Attend to internal and external meetings, trainings/conferences as assigned by the top management;
18. Performs other related tasks.

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 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 07 February 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 Certification, Authentication & Verification (CAV) or Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license;
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.

*******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 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 VI / HRPMS Head