

Date: 7 APRIL 2025

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **two (2)** vacant **Contract of Service** position with details as follows:

Office: INNOVATIONS DIVISION

PROJECT DEVELOPMENT OFFICER II (Community Engagement Coordinator)

Item number : FOCARAGA-COS-PDO2-000362 - 000363
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: Surigao del Norte

PREFERRED QUALIFICATIONS

Education : Bachelor's degree in Social Work, Community Development and other related Social Sciences

Experience: At least one (1) year of relevant experience

Training : At least four (4) hours of relevant training

Eligibility : RA 1080 (Registered Social Worker)

Skills : (a) efficient in coordination; (b) computer literate with basic knowledge on MS Office applications especially in MS Word, Excel and Power point; (c) capable in writing and presenting technical reports with minimal guidance; (d) with basic skills on project management, monitoring and evaluation

Job Description:

Oversees the implementation of systems and processes for the Walang Gutom Program, coordinating with all partners and beneficiaries to ensure that all units are effectively organized and operating efficiently at the Local Government Unit (LGU) level. Ensures compliance with the approved work and financial plan, as well as adherence to the program's standard procedures.

Functions and responsibilities:

1. Provides orientation to the LGU, community leaders and beneficiaries, and other stakeholders at the local level;
2. Coordinates with local authorities for all the logistical processes needed for posting of beneficiary lists in public places, carrying out incorporated assemblies; verification of information and signing forms;
3. Organizes the selection of community leaders within the parameters given by the program;
4. Plans and organizes the provision of Nutrition Education Session and Productivity Enhancement Sessions in coordination with the Barangay Nutrition Scholar (BNS),

City/Municipal Social Welfare and Development Office (C/MSWDO) and other key stakeholders;

5. Keep detailed records on enrollment and attendance to sessions as per rules of the program;
6. Provides constant guidance to community leaders and beneficiaries on the duties, responsibilities and rights under the program. In particular, CEC needs to inform the beneficiaries of the rights and channels for the presentation of complaints, grievances and updates;
7. Receives and supports the presentation of grievances and complaints and provides help to beneficiaries if needed. Keep logbooks detailing dates of presentation of complaints and updates and other transactions made by beneficiaries;
8. Inform beneficiaries of the results of the grievances, complaints and updates, and of other matters raised by beneficiaries including parent leaders; and
9. Perform other related functions that may be assigned from time to time by the RPC/superior.

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 APRIL 10, 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.
- 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
- e. All application documents must be readily available for submission once the applicant is considered for the position.

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