

02 April 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: Promotive Services Division

PROJECT DEVELOPMENT OFFICER III

Designation : Regional Program Coordinator
Item Number : OSEC-DSWDB-PDO3-2-2015
Compensation : SG 18 (Php 51,304.00)
Place of Assignment : Field Office – Sustainable Livelihood Program (SLP)-RPMO

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree preferably in Management, Entrepreneurship, Development Studies or any business-related or social science degree
Training : At least 8 hours relevant training in any or combination of the following: project management, social entrepreneurship, business operation, project implementation, employment relations, strategic management, community organizing, monitoring and evaluation
Experience : At least 2 years of relevant experience in any or the combination of development-related projects involving government projects, business development, and community organizing
Eligibility : CS (Professional)/ Second Level Eligibility
Skills : (a) Community organizing and mobilizing; (b) Computer literate with advanced knowledge on MS Office applications especially MS Word and MS Excel; (c) Managing and supervising teams; (d) Strategy Management; (e) Data Analysis as basis for decision making.

JOB DESCRIPTION:

The Project Development Officer III will act as the Regional Program Coordinator (RPC), supervises the overall regional implementation of the Sustainable Livelihood Program (SLP) to ensure that the directives and physical and financial targets are delivered. This includes provision of technical assistance to staff in terms of planning, implementation, monitoring and evaluation, and setting the direction for capability building and management, financial management, and social marketing. The RPC also ensures compliance to all set deadlines and deliverables.

Job Outputs:

1. Regional Work and Financial Plan
2. Regional Technical Assistance/Mentoring Plan
3. Signed Regional Level Certificate of Eligibility of the Program Participants
4. Signed Mungkahing Proyekto/Project Proposals, Regional Level Implementation/Monitoring Reports
5. Memoranda/Letters/Guidance Notes to Provincial and Field Level Staff relative to the implementation of the SLP guidelines
6. Summary of Agreements, Minutes of Meetings/Proceedings, and/or Feedback Reports on related meetings, orientations, conferences, workshops attended
7. Outputs on other tasks as assigned by the SLP-NPMO Director, Regional Director, and other Immediate Supervisor

Functions and Responsibilities:

1. Develop implementation strategies through plans and models, such as:
 - a. Facilitating a regional work and financial plan for implementation;
 - b. Facilitate the execution of a regional level monitoring and technical assistance plan for SLP-Regional Program Management Office Specialists and Provincial Coordinators; and
 - c. Identifying strategies to sustain good practices and knowledge management products along program implementation for recognition and possible replication to accomplish targets.
 2. Perform overall regional leadership and management, including the following:
 - a. Collaborating with the other core programs, stakeholders, and other public and private institutions in the province;
 - b. Supervising the regional implementation of SLP special projects and for vulnerable sectors and livelihood referrals;
 - c. Managing referrals and grievances promptly and ensuring appropriate actions are done within timeline and follow standard operating procedures;
 - d. Ensuring the periodic submission of feature articles and stories of change by the SLP Social Marketing Officer;
 - e. Reviewing the presentation and securing the dissemination of reports on physical and financial accomplishments prepared by the SLP Social Marketing Officer and Monitoring and Evaluation Officers for Operations and Finance;
 - f. Leading the regional operations assessment to ensure that the program is implemented in accordance to the SLP policies and guidelines;
 - g. Conducting periodic implementation reviews to ensure that the program is implemented in accordance to the existing policies and directions of the organization;
 - h. Conducting periodic coordination with NPMO, RPMO, and PCs;
 - i. Conducting a periodic performance assessment to RPMO staff to provide necessary technical assistance; and
 - j. Management and monitoring of program operations and administration.
 3. Represent SLP-RPMO in the DSWD Field Office' Management Committee and present implementation updates, plans and strategies and solicit inputs from the Committee that will better support the implementation and monitoring of SLP projects;
 4. Appraise and recommend strategies and policy inputs set forth by the SLP-NPMO.
 5. Perform other related task that may be assigned.
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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 14 April 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 original copy of Transcript of Records;
5. Authenticated copy of certificate of eligibility/rating/license;
6. Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating Form/ Performance Evaluation 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.
- 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/ HRPPMS Head