

Date: **29 MAY 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: PROTECTIVE SERVICES DIVISION

PROJECT DEVELOPMENT OFFICER II

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: Field Office - Crisis Intervention Section

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the Program Compliance Team Lead, he/she will assume the role of "*Partnership Focal*". This focal manages the MOA between DSWD and Service Providers with the task to prioritize the needs of our clients in providing Ayuda sa Kapos ang Kita (AKAP) Program.

Functions and Responsibilities:

1. Develop and implement the Partnership plans of the field office;
2. Ensure effective processes of collecting and disseminating lessons from Knowledge Management Unit, simulation exercises, workshops, seminars, or trainings organized or attended by the DSWD as well as other relevant sources;
3. Play a key role in knowledge integration and dissemination, as well as introducing new tools and technology that can enhance the function of the AKAP;
4. Establish effective networking with relevant networks, agencies, and other partners in developing knowledge products related to the operation of the program;
5. Participating in training, supervision, and meetings; and
6. Performs other related tasks assigned by the immediate supervisor.

Applicants should be guided by the following **Criteria for Evaluation:**

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|---|-------------|
| • 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 JUNE 4, 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 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.
- 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