

Date: 20 June 2025

### **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga one (1) vacant **Contract of Service** position with details as follows:

**Office: Protective Services Division**

#### **Project Development Officer I**

Item number : N/A  
Compensation : SG 11 (Php 27,000.00)  
Place of Assignment: FO Caraga-SOCPEN

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's degree in Information Technology/Computer Science  
Experience : 1 year relevant experience  
Training : at least 4 hours relevant training  
Eligibility : With or without eligibility

#### **JOB DESCRIPTION:**

Under general supervision and with some latitude for exercise of independent judgement, performs somewhat difficult, responsible professional work pertaining to the implementation of Social Pension Program through effective and efficient disbursing of funds by creating and generating of payroll with accurate data information. Requiring training and moderate experience or lower training but with considerable experience and possessed broad knowledge of systems and technology whilst does other related tasks from time to time.

#### **Functions and Responsibilities:**

1. Serve as one of the paymasters in the disbursement of stipend to Social Pension beneficiaries within the region.
2. Maintaining accurate payroll reports. Maintaining meticulous records of payroll data, including detailed reports o disbursements, adjustments and beneficiary status. These reports must be accurate, up-to-date. The increased volume of data and the need for real-time updates in the system have made this task more complex and time-sensitive.
3. Sort/complies liquidation reports, payroll authorization and other pertinent attachments in the preparation for COA submission.
4. Handling and maintaining accurate UCT/TCT database.
5. Facilitates encoding and delisting of names of social pension beneficiaries in the payroll based on the LGU reports.
6. Facilitates preparation of Certificate of Eligibility and Payroll for endorsement to the Division Chief for approval of RD.
7. Performs other related tasks.

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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)	5%
• Special Exam (Technical)	20%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**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 23 June 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