

16 July 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: Human Resource Management and Development Division

ADMINISTRATIVE OFFICER II (Human Resource Management Officer I)

Designation : Section Head
Item Number : OSEC-DSWDB-ADOF2-170-2004
Compensation : SG 11 (Php 30,024.00)
Place of Assignment : Field Office – Learning and Development Section (LDS)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's degree relevant to the job
Training : 8 hours relevant training
Experience : 2 years of relevant experience, with at least 1 year of supervisory experience
Eligibility : Career Service (Professional)/ Second Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the Division Chief of Human Resource Management and Development Division (HRMDD); Act as the Section Head of the Learning and Development Section (LDS); Strengthen the Field Office career management and develop systems anchored on the promotion of skills (soft / hard), and develop human capital up to optimum potential.

Functions and Responsibilities:

1. Primarily responsible in HR development through provision of learning and development interventions, specialized training programs and educational support to the staff;
2. Analyzes, plans, develops, implements and evaluates learning and development intervention for all staff of the region;
3. Prepares and monitors the Regional Strategic Learning and Development Implementation Plan;
4. Prepares Annual Institutional Development and Capacity Building (IDCB) Plan;
5. Prepares Regional Learning and Development Communication Plan;
6. Prepares and submits Quarterly Institutional Development and Capacity Building (IDCB) Accomplishment Report to the Central Office;
7. Supervises/facilitates applications and monitoring for Educational Support Program for staff such as scholarships, short courses, study leave and thesis/dissertation augmentation;
8. Supervises/facilitates applications for Specialized Training Programs;
9. Ensure compliance with PRIME-HRM Level 3 L&D Indicators;

10. Prepares and submits of proposal on regionally-coordinated activities;
11. Documents regionally-coordinated activities;
12. Prepares Regional Human Resource and Development Committee (RHRDC) Resolutions and other secretarial tasks;
13. Perform other supervisory and related technical tasks as may be assigned by the supervisor.

Job Outputs:

- Developed and implemented L&D interventions
- Conducted Learning Needs Analysis (LNA) and developed L&D Plan
- Institutional Development and Capacity Building (IDCB) Planning and Reporting
- L&D Communication and Advocacy
- Educational Support Program Management
- Specialized Training Program Facilitation
- PRIME-HRM Level 3 Compliance
- Regional Proposals and Partnerships
- Acted as Facilitator/Resource Person on LDIs
- Activity Documentation
- RHRDC and Events Committee Secretariat Functions
- Supervisory and Technical 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 26 July 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) and original/authenticated copy of Transcript of Records (TOR);
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 Commitment and Review 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 or send us your queries through <https://caraga-iris.dswd.gov.ph>.


GENELYN P. MARTURILLAS
Administrative Officer V/ HRPMS Head