

Date: **14 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 Contract of Service** position with details as follows:

Office: PROMOTIVE SERVICES DIVISION

COMMUNITY EMPOWERMENT FACILITATOR

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: Anywhere in Caraga

PREFERRED QUALIFICATIONS

Education : Bachelor's degree in Community Development, Social Development, or any other related course

Experience: Two (2) years of relevant, progressive experience in community organizing and/or development assistance projects. Experience in implementing gender and development, conflict sensitivity and peacebuilding, community-based resource management, community-based environmental protection, and community-based disaster risk reduction is an advantage.

Training : Forty (40) hours of relevant training in community organizing, community mobilization strategies and approaches, and/or popular education techniques and approaches. Training in Gender Development and/or Local Governance is a plus.

Eligibility : None required, but having an eligibility is an advantage

Job Description:

The Community Empowerment Facilitator (CEF) implements the Community Empowerment Activity Cycle (CEAC) at the barangay level. The CF ensures that barangay and community-level development processes and activities conducted along the CEAC are facilitated efficiently, with the direct participation, inclusion, and engagement of all stakeholders. The CF ensures that opportunities are provided, processes are designed, and mechanisms are established at the barangay level that would allow all sectors, especially the most marginalized groups, to engage in and benefit from project activities.

Functions and responsibilities:

1. Conducts project orientation in the barangays of the program to obtain buy-in for the program;

2. Facilitates conduct of barangay assemblies (BA) and other community meetings, with special emphasis on ensuring the participation of vulnerable groups;
3. Assesses the readiness and capability of barangay officials in embracing and operationalizing the DROM process;
4. Persuade the barangay councils to embrace the program;
5. Encourages barangay constituents to collectively participate in the DROM development process, with special attention on the participation of the most marginalized-vulnerable groups;
6. Identifies potential leaders from among the volunteers and assesses their readiness & Capabilities;
7. Facilitate the organization of CV committees & teams (ie., BRT, PPT, BSPMC, etc) from among the volunteers. Orients the volunteers on the NCDDP processes and the roles and responsibilities of members;
8. Using prescribed processes - ie., PSA, Municipal Inter-Barangay Forum (MIBF) - guides the volunteers in identifying priority problems, generating alternative solutions, and deciding priority development projects, following the principles of community participation;
9. Facilitates integration of community development priorities with the development plans of the barangay and the municipal development councils (MDC);
10. Train and coach the community volunteers on program processes and in undertaking their roles in the PSA, project identification and development, resource mobilization, organizational development and management, networking, and conflict resolution;
11. Coaches the volunteers on the Preparation of Community Project Proposals following the program standards;
12. Guides the volunteers in complying with the prescribed processes, including updates to the community;
13. Reviews correctness and completeness of documentary requirements (ie RFR) and facilitates completion;
14. Organizes and coordinates KALAH-I-related meetings, assemblies, workshops, training, and other events and ensures attendance of required personnel;
15. Identifies and recommends potential sources of funds/resources at the barangay level;
16. Identifies and mobilizes other development partners for resource convergence around community priorities;
17. Coach barangay officials whose projects were not prioritized on how to "sell" the barangay projects to potential donors;
18. Personally check all aspects of work on sub-projects from delivery of materials to construction, identifies anomalies, and takes corrective action;
19. Facilitates resolution of conflicts & grievances to ensure smooth implementation, buy-in, and support of all stakeholders;
20. Monitors the community finance management and procurement processes, detects red flags using the appropriate program instruments/checklist, and coordinates TA with the appropriate ACT and RPMT technical specialist - Deputy Area Coordinators (DAC) or Regional Infrastructure Engineers (RIE), and Municipal Finance Analyst (MFA) or Regional Finance Analyst (RFA), as the case may be;
21. Facilitates the crafting of an O&M Plan and facilitates capacity-building of the O&M team;
22. Coaches the volunteer teams in complying with documentary, data gathering, and reporting requirements to facilitate the release of funds;
23. Coach community volunteers in developing and operationalizing a community-based monitoring and evaluation system for projects being implemented;

24. Documents experiences to help policymakers formulate enhancements to the program Systems & Processes; and
25. Performs such other tasks that may be assigned by the immediate supervisor.

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 JULY 16, 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