

Date: **4 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: INNOVATIONS DIVISION**

#### **PROJECT DEVELOPMENT OFFICER I**

Item number : FOCARAGA-COS-PDO1-000052  
Compensation : SG 11 (Php 28,485.00)  
Place of Assignment: EPAHP - RPMO

#### **PREFERRED QUALIFICATIONS**

Education : Bachelor's Degree in Business Management, Economics, Public Administration, or equivalent combination of education, certification and experience

Experience: None required

Training : None required

Eligibility : None required but having an eligibility is an advantage

#### **Job Description:**

The Project Development Officer I shall serve as the Innovation Support Staff and provide technical and administrative support in the implementation, documentation, and coordination of Innovations Division initiatives that aim to strengthen multi-stakeholders' convergence, improve service delivery mechanisms, and enhance the program's responsiveness to complex challenges. The role is vital in supporting efforts to institutionalize evidence-based, adaptive, and scalable practices aligned with the goals of the Division and its programs such as EPAHP, STU, PAG-ABOT, Tara, Basa! Tutoring Program, and Walang Gutom Program.

#### **Functions and responsibilities:**

1. Assist in the conduct of EPAHP implementation:
  - a. Verification and Validation of CBOs
    - Assist in ensuring accurate and timely verification and validation of CBOs to meet program standards;
    - Participate in field visits to CBOs to support compliance verification and operational assessments;
  - b. Compliance Monitoring and Analysis

- Assist in overseeing the collection, collation, and analysis of compliance data from stakeholders, field offices, and other sources;
  - Support the preparation of compliance reports highlighting CBO findings, trends, and risks;
  - Provide assistance in generating data-driven recommendations to improve program operations and address areas of non-compliance;
2. Collaboration and Coordination
    - a. Attend inter-agency, LGU and/or stakeholder's meeting
  3. Perform other related tasks assigned by the supervisor/ RPC.

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	<u>5%</u>
<b>Total</b>	<b>100%</b>

**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 7, 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