

Date: 10 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 II**

Item number : FOCARAGA-COS-PDO2-000387

Compensation : SG 15 (Php 36,619.00)

Place of Assignment: Dapa, Surigao del Norte

#### **PREFERRED QUALIFICATIONS**

Education : Bachelor's Degree in Social Work or other relevant discipline, preferably with proficiency in modern technology and digital tools

Experience: One (1) year of relevant experience in community development or social work, specifically involving community organizing, project planning and implementation, and stakeholder engagement. Preferably with experience in facilitating trainings or community meetings, preparing reports and documentation, and coordinating with local government units, NGOs, or people's organizations. Proficiency in using digital tools for communication, monitoring, and reporting is an asset.

Training : Eight (8) hours of training in community organizing and facilitation, with emphasis on leadership, communication skills, and project planning

Eligibility : None required but having an eligibility is an advantage

#### **Job Description:**

Under the general supervision of the Social Technology Unit Head/ Focal Person, the Project Development Officer II performs key functions in the operationalization of the Pamilya sa Bagong Pilipinas (PBP) Program and other tasks along social technology development. The Project Development Officer II shall perform key roles in management, pilot implementation, monitoring and evaluation, preparation of reports and required documents, and perform other related tasks.

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

1. Ensure the effective rollout of the PBP program in the region, in line with national guidelines and targets;

2. Coordinate with LGUs, DSWD Field Office Units, and partner agencies for integrated service delivery;
3. Facilitate self-registration, authentication, and validation of families using digital platforms;
4. Ensure data accuracy and interoperability with other administrative databases and the Dynamic Social Registry;
5. Serve as the focal person for the Pamilya sa Bagong Pilipinas: DSWD Services Hub;
6. Oversee the functionality and client access to digital kiosks and tablets within the hub;
7. Ensure timely referral and access to available DSWD programs and services;
8. Promote inclusive access to integrated social protection services that enhance the well-being of Filipino Families;
9. Embed principles of gender-responsiveness, transparency, accountability, and technology-driven solutions in all interventions;
10. Organize and support commemorative events, information campaigns, and other advocacy activities that promote public awareness on social welfare programs and services.

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%
<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 14, 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