

Date: 2 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**

#### **PROJECT DEVELOPMENT OFFICER IV**

Item number : FOCARAGA-COS-PDO4-0000001  
Compensation : SG 22 (Php 71,511.00)  
Place of Assignment: KALAHI-CIDSS - RPMO

#### **PREFERRED QUALIFICATIONS**

Education : Bachelor's Degree in Civil Engineering or related discipline.

Experience: At least six (6) years of progressive work experience in a supervisory capacity in rural/community development programs/projects with specific functions of preparing a program of works (POW), detailed estimates, plans/drawings, technical specifications, managed implementation of community infrastructures and/or project/construction management. Work experience in foreign assisted Projects is an advantage.

Training : At least 56 hours of relevant training in construction/project management, rural/community development infrastructure

Eligibility : RA 1080 (Licensed Engineer)

#### **Job Description:**

The Project Development Officer IV shall (i) oversee the overall implementation of community infrastructure policies and guidelines in the region; (ii) provide appropriate technical assistance to the members of the RPMO and ACT; (iii) review and processing of requests for fund release (RFRs); (iv) Conduct of community infrastructure trainings; (v) preparation of reports on the status of subproject implementation; and, (vi) other relevant functions assigned by the head of office/program. The position shall ensure that Community Infrastructure Sector Activities are aligned with the RPMO KC-NCDDP Work and Financial Plan (WFP) and relevant directives from the NPMO.

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

1. Provides leadership in field operations to ensure that proper disbursement of funds and timely completion of the sub-projects are observed by the communities through the following:
  - a) Provide technical advice to Regional Infrastructure Officers (RIO), Technical Facilitators, and municipal LGU engineers, where applicable, during the preparation of engineering plans, detailed cost estimates, programs of work, and other documents related to sub-project implementation;
  - b) Demonstrate to the RIO, TFs, and other technical staff the review of technical requirements for the requests of fund release, claims of payment, and periodic progress reports submitted by proponent communities;

- c) Oversees the system of review and approval of any proposed variation order from the barangay to the regional level;
  - d) Demonstrates to the community and the project engineer possible resolution of the issues identified during site inspection leading to subproject completion;
  - e) Assists in the preparation of sub-project cost and benefit analysis as the need arises;
  - f) Participates in the conduct of ex-post fiduciary reviews;
  - g) Provides technical assistance to maintain the functionality of completed sub-projects;
  - h) Randomly participates in the conduct of final inspection sub-projects with community representatives, COA engineers LGU engineers, and other sub-project co-implementers, and ensures that project completion documents comply with the project requirements
2. Develops and/or enhances training interventions for technical staff at the region, municipalities, and community volunteers. This includes training/workshop materials to suit local conditions in the region through:
    - a. Conduct of regular technical sessions with field engineers to ensure that project investments are built within the acceptable engineering practices;
    - b. Demonstration with the field implementers the conduct of risk assessment and provide technical guidance on how to mitigate the risks attendant to the identified sub-projects;
    - c. Demonstration and provision of technical guidance to RIO, TF, and Municipal Engineers during the conduct of pre-construction conference and site validation activities.\
  3. Reviews sub-project plans, detailed estimates, and programs of work prepared by LGU or community-contracted engineers to ensure that the proposals follow
  4. Coordinates, at the regional level, with government agencies and organizations involved in sub-project implementation;
  5. Provides technical assistance and reviews the Initial Environmental Examination (IEE) checklists for sub-projects requiring environmental clearance, ensures compliance with Environmental and Social Management Plan (ESMP), takes part in the conduct of safeguards audits, and prepares analysis and recommendations based on the results;
  6. Randomly conducts inspection of at least three ongoing sub-projects each quarter to validate subproject implementation, guidelines compliance, and identification of gaps in implementation;
  7. Prepares monthly consolidated accomplishment reports and submits an assessment of implementation to the regional and central office;
  8. Recommends enhancements to the infrastructure policies and guidelines as may be appropriate;
  9. Participates and provides technical guidance and inputs on CDD policies and standards, and other concerns related to his/her specialization during KC-NCDDP regular meetings; and
  10. Perform other duties which may be assigned by the head of office or in the exigency of service.

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 6, 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