

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: PROMOTIVE SERVICES DIVISION

SOCIAL MARKETING OFFICER III

Item number : FOCARAGA-COS-SMO3-000001
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: Social Marketing Unit, Field Office Caraga

PREFERRED QUALIFICATIONS

Education : Bachelor's Degree in Development Communication/ Information Management/ Mass Communication or equivalent combination of education, certification, and experience
Experience: Two (2) years of relevant experience in communication and marketing preferably on development or poverty reduction projects
Training : Eight (8) hours of training related to designing communication programs and marketing strategies
Eligibility : None required but having an eligibility is an advantage

Job Description:

Under the direct supervision of the Regional Program Manager/ Coordinator and the Regional Information Officer, with close coordination with the National Social Marketing Officer, the Social Marketing Officer III plans, directs, and implements the KALAHÍ-CIDSS program's regional advocacy strategies to increase awareness on the program, build support among different stakeholders through various avenues of communications, and does other related tasks that may be assigned from time to time.

Functions and responsibilities:

1. Develop and implement a regional communication plan to increase public awareness and build support for KALAHÍ CIDSS among the program's multiple stakeholders at the regional level
2. With the RPMO, produce materials that will be used both internally and externally to provide updated information on the KALAHÍ CIDSS for briefing and promotional activities

3. Submit monthly development stories with accompanying photos, quarterly implementation report of regional social marketing activities, and produced communications materials to the NSMO
4. Write/package development stories, news articles, features stories, and other information materials for public information purposes
5. Utilize various outlets (i.e. print, TV, radio, Internet) to promote the gains of KALAH I CIDSS to increase public awareness of the program by way of production of news articles, features stories, press releases, events, and other information materials and activities
6. Monitor the release of stories on the program by various media outlets at the regional level
7. Conceptualize, develop, and/or outsource the production of IEC materials for KALAH I CIDSS and ensure that these are relevant, of high quality, and disseminated to intended users
8. Work closely with the Regional Information Officer in designing and conducting appropriate materials and activities promoting KALAH I CIDSS that are in line with the DSWD's image, Social Protection Agenda, and Strategic Goals, as well as the region's Change Management Plan;
9. Coordinates/engages with media practitioners

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 20, 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