

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 **two (2)** vacant **Contract of Service** position with details as follows:

Office: PROMOTIVE SERVICES DIVISION

TECHNICAL FACILITATOR

Item number : N/A
Compensation : SG 17 (Php 43,030.00)
Place of Assignment: Anywhere in Caraga

PREFERRED QUALIFICATIONS

Education : Bachelor's degree in Civil Engineering and other allied courses; Women applicants are encouraged.

Experience: 1-year relevant in civil works, experience in small-scale rural community-based infrastructure development, preferably with 6 months in foreign-assisted development projects and proficiency in AutoCAD software

Training : 4 hours of training on design, project management, construction safety, and health, and other trainings relevant to the position

Eligibility : RA 1080 (Licensed Engineer)

Job Description:

The Technical Facilitator shall provide technical assistance to the Area Coordinating Team, Municipal Coordinating Team, and the community volunteers of the different barangays on the implementation of the Community Empowerment Activity Cycle and ensure that community infrastructures built and managed by volunteers meet KC-prescribed design, construction and procurement processes and Project standards including social and environmental safeguards, and gender standards.

Functions and responsibilities:

1. Provides technical advice in the selection of the appropriate technology and renders assistance in the conduct of site validation in response to the identified prioritized community problems.
2. Conducts environmental and social safeguards screening, identifies possible geo-hazards the municipality may be prone to, and assists community volunteers in preparing the environmental management plan.

3. Assists community volunteers in their planned community procurement packaging and conducts community procurement training to ensure completeness, consistency, and correctness of technical documents; Provides guidance and coaching during regular fiduciary reviews;
4. Conducts the pre-implementation conference at the community before the actual start of construction activities, reviewing the implementation plan, task assignments, work schedules, LCC commitments delivery, and the construction forms and reports required during the construction period.
5. Provides technical advice and/or conducts review of engineering plans, detailed cost estimates and program of works for proposed community sub-projects in adherence to Project technical guidelines and policies.
6. Maintains and updates inventory of qualified suppliers, technical service providers, contractors, construction materials pricelists, survey of labor cost rates, material testing and water quality laboratories, available equipment and rental rates from existing infra projects in the municipality.
7. Monitors the over-all status of all on-going sub-projects in the municipality and provides technical inputs to resolve issues and problems that may arise during implementation; monitors implementation of the community procurement plan, environmental and construction safety plans; During Sub-Regional Project Management Team and other local meetings, presents analysis on the status of sub-project implementation.
8. Assists in the preparation of the Monthly Barangay Individual and Consolidated Municipal Physical Progress report for submission to the RPMO;
9. Conducts joint and final inspection of completed sub-projects with other representatives from the community, Municipal Inter-Agency Committee (MIAC), S/RPMO, Commission on Audit (COA) and other Project stakeholders;
10. In the absence of the Area Coordinator (AC) in the municipality, temporarily acts as the Team Leader of the ACT;
11. Where requested and necessary, appear in Municipal Development Council, Sangguniang Bayan and Municipal Action Team to discuss on technical matters of the Project.

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 12, 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