

Date: **9 SEPTEMBER 2025**

POOLING OF APPLICANTS

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **thirteen (13)** vacant **Contract of Service** positions with details as follows:

Office: PROMOTIVE SERVICES DIVISION

AREA COORDINATOR

Item number : N/A
Compensation : SG 18 (Php 46,725.00)
Place of Assignment: Anywhere in Caraga

PREFERRED QUALIFICATIONS

Education : Bachelor of Science in Community Development, Development Management, Development Studies, Social Work, Public Health, or degree in other relevant Social Science fields

Experience: Two (2) years of combined in planning, monitoring, evaluation, research, data analysis, report writing, database management, and implementation of development project

Training : Sixteen (16) hours of training in any of the following program/ project management, monitoring and evaluation, community development, participatory approach in development, health and nutrition programs, community education, or participatory local governance

Eligibility : None required, but having an eligibility is an advantage

Job Description:

Under the general supervision of the Regional Program Coordinator, the Area Coordinator shall act as the manager of the ACT (Area Coordinating Team) operations in KALAHYAN-CIDSS: KKB (KC-KKB) municipalities and supervisor of field staff assigned to the ACT. He/she shall be the chief accountable officer of the KC project at the municipal level, and shall lead the team in the development of strategies, and the management of project implementation in the municipality.

It shall be the responsibility of the AC to ensure efficient and effective ACT operations. In line with this, AC shall also be tasked with ensuring the establishment, development, and implementation of ACT-level and field-level operations management and monitoring systems, processes, and mechanisms towards effective performance of the ACT function.

Functions and responsibilities:

Ensure the compliance of the project's financial reportorial requirements:

1. Review and approve intervention plans of ACT members with set standards (based on manuals and other management policies);
2. Facilitate ACT strategizing sessions, tactics development, and action planning from analysis of reports, activities, etc.
3. Orient various stakeholders on KALAHYAN-CIDSS to facilitate commitment;

4. Conduct capability-building activities that includes training, team-building, coaching, mentoring, task demonstrations, peer sharing, case conferences, reflection sessions, focused-group discussions;
 5. Assists the facilitators in community training as resource persons;
 6. Coordinate with existing inter-agency/ inter-department mechanisms (LPRAT or MIAC, MCIT, etc.) for poverty reduction to:
 7. Mobilize support for KC implementation
 8. Facilitate resolution of issues
 9. Facilitate monitoring of project activities
 10. Facilitate identification and mobilization of resources; and
 11. Facilitate issuances of local policies to facilitate Project Implementation
 12. Ensure proper utilization of Project funds, supervise the MFA that will be directly assisting the barangays, and reviews all request for fund releases, as well as physical and financial reports;
- Perform other related tasks as maybe assigned or required by the immediate supervisor.

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>
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 SEPTEMBER 17, 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/>.


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Administrative Officer V
Human Resource Planning and Performance Management Section