

## NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

**One (1) Project Development Officer II**  
(Vice Riamarydee M. Gaffud)

Status of Employment: Contract of Service (Memorandum of Agreement)  
Monthly Salary: SG 15 (Php 36,619.00)  
Area of Assignment: Disaster Response Management Division

**Qualification Standards**

Education: Bachelor's Degree relevant to the job  
Experience: One (1) year of relevant experience  
Training: Four (4) of hours of relevant training  
Eligibility: Career Service (Professional) Second Level Eligibility / RA 1080

**Preferred Qualifications**

Education: Bachelor's Degree relevant to the job  
Experience: One (1) year of relevant experience  
Training: At least four (4) of hours of relevant training  
Eligibility: CS Second Level (Professional) Eligibility/RA 1080

**Specific Tasks and Functions:**

1. Implement, monitor, evaluate and provide technical assistance to the Provincial/City/Municipal Links (P/C/MATs), Local Government Units (LGUs) and partners in the implementation of DRRM programs, projects and activities (PPAs);
2. Manages the implementation of DRRM – PPAs in the pre-identified area of assignment/operations;
3. Prepares, analyzes, consolidates and submits DRRM accomplishment reports consistent with the given timeline;
4. Prepares/processes Work and Financial Plan (WFP) and other financial documents to facilitate the release of funds for the implementation of DRRM – PPAs);
5. Assists along grievance/redress management;
6. Recommends workable solutions on the identified issues for actions on DRRM – PPAs implementation;
7. Reviews, assesses and provides comments/inputs to draft DRRM policies and guidelines;
8. Conducts assessment/evaluations and provides recommendation on requests for technical assistance and resource augmentation from LGUs on DRRM – PPAs implementation;
9. Undertakes field works during disaster relief operations and in monitoring in the implementation of DRRM - PPAs
10. Performs other related tasks that may be assigned from time to time.

**Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than APRIL 17, 2024.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period

5. Certificate of relevant trainings and seminars attended
6. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Project Development Officer II vice Riamarydee M. Gaffud** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW  
Regional Director

## NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

**One (1) Project Development Officer II**  
*(vice Juan Z. Zalun)*

Status of Employment: Permanent  
Monthly Salary: SG 15 (Php 36,619.00)  
Area of Assignment: Promotive Services Division/SLP  
Item Number: OSEC-DSWDB-PDO2-178-2004

### **Qualification Standards**

Education: Bachelor's Degree relevant to the job  
Training: Four (4) hours of relevant training  
Experience: One (1) year of relevant experience  
Eligibility: Career Service Professional / Second Level Eligibility

### **Preferred Qualification**

Education: Bachelor's degree relevant to the job  
Experience: At least one (1) year of experience  
Training: At least Four (4) hours of relevant training  
Eligibility: Career Service Professional / Second Level Eligibility

### **Specific Tasks and Functions:**

1. Conduct dialogue with LGU's for possible Sustainable Livelihood Program implementation;
2. Provide technical assistance to LGU's with existing SLP thru attendance in meetings;
3. Act as resource person in the conduct of BMSD (Business Management Skills Development)
4. Monitor/collect rollback of Women SLP assisted project;
5. Organize SLP Associations;
6. Review/assess/process SLP project proposals;
7. Disseminate PSCB (Productivity Skills Capability Building) facilities;
8. Prepare/submit reports;
9. Conduct Loan utilization check to SLP participants re: Livelihood projects; and
10. Performs other related tasks as may be assigned.

### **Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than APRIL 13, 2014.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Certificate of relevant trainings and seminars attended
6. Photocopy of TOR and Diploma

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Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Project Development Officer II vice Juan Z. Zalun** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.

  
LUCIA SUYU ALAN, RSW  
Regional Director 

## NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

**One (1) Administrative Assistant I (Secretary I)**  
*(vice Guada Marie D. Malenab)*

Status of Employment: Permanent  
Monthly Salary: SG 7 (Php 18,620.00)  
Area of Assignment: OARDA  
Item Number: OSEC-DSWDB-ADAS1-141-2004

### **Qualification Standards**

Education: Completion of two-year studies in college  
Training: None Required  
Experience: None Required  
Eligibility: Career Service Sub-Professional / First Level Eligibility

### **Preferred Qualification**

Education: Bachelor's degree relevant to the job  
Experience: At least one (1) year of experience  
Training: At least Four (4) hours of relevant training  
Eligibility: Career Service Sub-Professional / First Level Eligibility

### **Specific Tasks and Functions:**

1. Perform all clerical works such as typing, encoding, posting and other clerical tasks;
2. Receives, records and endorses outgoing and incoming communications;
3. Performs skilled clerical tasks such as preparation of certificates, endorsements and correspondences;
4. Maintains monitoring reports;
5. Reproduces official communications/documents for dissemination to other units;
6. Maintains and keeps records related to office functions and service; and
7. Performs other related tasks as may be assigned.

### **Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than APRIL 22, 2024.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Certificate of relevant trainings and seminars attended
6. Photocopy of TOR and Diploma

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Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Administrative Assistant I (Secretary I) vice Guada Marie D. Malenab** in the subject.

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LUCIA SUYU ALAN, RSW  
Regional Director 

## NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

### One (1) Administrative Assistant I (Secretary I)

*(vice Jonavie N. Canlas)*

Status of Employment: Permanent  
Monthly Salary: SG 7 (Php 18,620.00)  
Area of Assignment: HRMDD  
Item Number: OSEC-DSWDB-ADAS1-30-2015

### Qualification Standards

Education: Completion of two-year studies in college  
Training: None Required  
Experience: None Required  
Eligibility: Career Service Sub-Professional / First Level Eligibility

### Preferred Qualification

Education: Bachelor's degree relevant to the job  
Experience: At least one (1) year of experience  
Training: At least Four (4) hours of relevant training  
Eligibility: Career Service Sub-Professional / First Level Eligibility

### Specific Tasks and Functions:

1. Perform all clerical works such as typing, encoding, posting and other clerical tasks;
2. Receives, records and endorses outgoing and incoming communications;
3. Performs skilled clerical tasks such as preparation of certificates, endorsements and correspondences;
4. Maintains monitoring reports;
5. Reproduces official communications/documents for dissemination to other units;
6. Maintains and keeps records related to office functions and service; and
7. Performs other related tasks as may be assigned.

### Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than APRIL 22, 2024.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
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Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Administrative Assistant I (Secretary I) vice Jonavie N. Canlas** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.

  
LUCIA SUYU ALAN, RSW  
Regional Director *f, e.*