



NOTICE OF VACANCY

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

Twenty-five (25) Project Development Officer II (newly created)

Status of Employment: Contract of Service
Item No.: n/a
Monthly Salary: Php 36,619.00 (SG 15)
Area of Assignment: Sustainable Livelihood Program

Qualification Standards¹

Education: Bachelor's Degree relevant to the job
Training: At least four (4) hours of relevant training
Experience: At least one (1) year of relevant experience
Eligibility: None required

Preferred Qualification

Education: Bachelor's Degree in any business-related and/or social science courses
Training: At least 8 hours of relevant training in any or a combination of the following: project management, social entrepreneurship, business plan development, business operations, project implementation, employment relations, and community organizing
Experience: At least 1 year relevant experience in development-related projects involving community organizing, business development and/or training
Eligibility: Career Service Professional/ 2nd Level Eligibility

Specific Tasks and Functions:

1. Conduct preparatory activities for program implementation such as:
 - a. Gathering municipal data and information relevant to participant and project identification, such as the government investments through the Local Economic Development (LED) Plan and Annual Investment Plan (AIP), development projects of civil society organizations, as well as available and accessible natural resources for potential use in coordination with the City Municipal Action Team (C/MAT);
 - b. Scanning Local market trends and commercial establishments to identify sources of materials, tools and equipment needed to start-up microenterprises as well as direct markets for goods and services of microenterprise and;
 - c. Coordinating with local public and private sector stakeholders as development partners for social preparation and training, provision of complementary interventions, and institutional market linking
2. Organize social preparation and other capability-building for program participants, primarily by:
 - a. Conducting orientations and SLP assembles to spread awareness about the program, its implementation process and interventions, and participant eligibility;

¹ QS shall be waived for initial filling up of the newly created COS intended for SLP referrals



- b. Facilitating the Program's Social Preparation Activities that identify community economic activities and local markets identify livelihoods using SWOT analysis conduct micro-enterprise and employment training, and facilitate the SLP Association formation and;
 - c. Coaching program participants on business plan development and feasibility studies to identify the most appropriate and profitable livelihood endeavors
3. Facilitate livelihood assistance through:
- a. Facilitating project proposal review and approval for funding and project implementation; and
 - b. Ensuring the delivery and execution of SLP proposed projects for program participants
 - c. Mobilizing resources for complementary interventions from public and private sector stakeholders
4. Report and monitor program implementation
- a. Utilizing the Participant Qualification Assessment Form and reporting of social preparation and other capability-building activities;
 - b. Submitting necessary documents and means of verification for the review and approval of project proposals, as well as the delivery of SLP modalities;
 - c. Utilizing the monitoring and evaluation system to account for program participants served and specific assistance provided and;
 - d. Submit monthly narratives for accomplishments based on the prescribed template.

Applicants should be guided by the following Criteria for Evaluation:

Education	25%
Training (Only relevant training shall be considered)	10%
Experience (Only relevant experience shall be considered)	25%
Technical/Written Examination	25%
Competency-Based Interview	10%
IPCR or any related Performance Assessment/Review Rating	5%
Total	100%

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 29 MAY 2024.

1. Application Letter
2. Fully accomplished Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of PRC license
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 PDO II SLP in the subject.

Application without the specified position and walk in submission shall not be entertained.



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



NOTICE OF VACANCY

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

One (1) Project Development Officer III (vice Atty. Brendan Jansen L. Tangan)

Status of Employment: Permanent
 Item No.: OSEC-DSWDB-PDO3-29-2015
 Monthly Salary: Php 46,725.00 (SG 18)
 Area of Assignment: Policy and Plans Division – Standards Section

Qualification Standards

Education: Bachelor's degree relevant to the job
 Training: Eight hours of relevant training
 Experience: Two years of relevant experience
 Eligibility: Career Service Second (Professional) Level / RA 1080

Preferred Qualification

Education: Bachelor's degree relevant to the job preferably in Public Administration, Political Science, Social Development and Community Development
 Training: Eight hours of relevant training preferably on policy and standards development, program and project management, program assessment and internal audit
 Experience: Two years of relevant experience in government regulatory services, social service delivery and management, program management and assessment of organizations
 Eligibility: Career Service Second (Professional) Level / RA 1080

Specific Tasks and Functions:

1. Coordinate closely with the Standards Section Head on all Civil Society Organizations (CSO) accreditation matters;
2. Perform validation of CSO applicants received for accreditation;
3. Analyze and review thoroughly the completeness and substance of factual Field Office validation report/s prior to submission to the Standards Bureau;
4. Ensure that all requests for validation from the Standards Bureau covering CSO applicants are acted upon as prescribed in DSWD's implementing procedures;
5. Closely coordinate with other agencies relative to the immediate and timely validation of the CSO applicants;
6. Ensure updating of the Field Office's records of CSO applicants which were validated for easy reference; and
7. Perform other related tasks as may be assigned.



Applicants should be guided by the following Criteria for Evaluation:

Education	25%
Training (Only relevant training shall be considered)	10%
Experience (Only relevant experience shall be considered)	25%
Technical/Written Examination	25%
Competency-Based Interview	10%
IPCR or any related Performance Assessment/Review Rating	5%
Total	100%

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 3 JUNE 2024.

1. Application Letter
2. Fully accomplished Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of PRC license
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 **PDO III VICE TANGAN** in the subject.

Application without the specified position and walk in submission shall not be entertained.


LUCIA SUYU ALAN, RSW
 Regional Director