

NOTICE OF VACANCY

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

One (1) Administrative Officer II
(newly created)

Status of Employment:	Contract of Service
Monthly Salary:	SG 11 (Php 27, 000.00)
Area of Assignment:	KALAHI CIDSS - CFW

Qualification Standards

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:	Career Service (Professional) Second Level Eligibility

Preferred Qualification

Education:	Bachelor's degree relevant to the job
Training:	At least four (8) hours of relevant training
Experience:	At least one (1) year of relevant experience
Eligibility:	None required

Specific Tasks and Functions:

1. Drafts letters, replies to queries, prepares reports;
2. Classify and safekeeping relevant Program documents and records;
3. Reviews technical documents sent by SRPMO before forwarding it to the unit concerned;
4. Communicates any concern to SRPMO for immediate response/action;
5. Scan, photocopy records, communications and other documents;
6. Provide copy of official documents to concerned staff;
7. Implement retention and disposal schedules in coordination with the Records Unit of the Regional DSWD Office;
8. Provide support during the conduct of RPMO-led activities;
9. Attend meetings related to administrative concerns as directed by the RPMT Head;
10. Encode LCC amounts of SPs in the Geotagging System;
11. Proper inventory and filing of documents in the RPMO Office, including but not limited to Finance, Engineering, and Social Development Unit;
12. Prepare necessary task in documentation and administrative requirements for record keeping;
13. Performs other administrative-related tasks that maybe assigned from time to time;
 - a. As part of Quick Response Team, helped in repacking of goods in time of calamity/disaster to be distributed to the affected Municipality.
 - a. Attend the Program's calendar of activities and other program's as well for updates.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 11 MAY 2024.

1. Application Letter addressed to **Ms. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at 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>.

Applications without specified position and submissions thru walk-ins and thru jobs.fo2@dswd.gov.ph **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:

Four (4) Area Coordinator *(newly created)*

Status of Employment: Contract of Service
Monthly Salary: SG 18 (Php 46, 725.00)
Area of Assignment: KALAHI CIDSS - CFW

Qualification Standards

Education: Bachelor's degree relevant to the job
Training: At least eight (8) hours of relevant training
Experience: At least one (2) years of relevant experience
Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualification

Education: Graduate of any 4 year course relevant to social development, community development, and/or social work. Undergraduates who possess equivalent experience in community development, community organizing, social work, and participatory local governance may also be considered.

Training: At least forty (40) hours of relevant training in community organizing, community mobilization strategies and approaches, and/or Popular Education techniques and approaches. Training in Gender and Development and/or Local Governance a plus.

Experience: 2 years of relevant, progressive work experience in community organizing and/or development assistance projects. Experience in implementing gender and development, conflict sensitivity and peace building, development work with indigenous people and indigenous cultural communities, community-based resource management, community-based environmental protection, and community-based disaster risk reduction programs is an advantage.

Eligibility: None required

Specific Tasks and Functions:

1. Project orientation in the barangays on the NCDDP to obtain buy-in for the program.
2. Conduct of barangay assemblies (BA) and other community meetings, with special emphasis on ensuring participation of vulnerable groups.
3. Assesses readiness and capability of barangay officials in embracing and operationalizing the CEAC process
4. Persuades the barangay councils to embrace the program
5. Encourages barangay constituents to collectively participate in the CDD development process, with special attention on the participation of the most marginalized-vulnerable groups
6. Identifies potential leaders from among the volunteers and assesses their readiness & capabilities.

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7. Regular Local Poverty Reduction Action Meeting – MIAC, TWG.
8. Facilitates organization of NCDDP CV committees & teams (ie., BRT, PPT, BSPMC, etc.) from among the volunteers. Orients the volunteers on the NCDDP processes and the roles and responsibilities of members
9. Using prescribed processes – i.e., PSA, Municipal Inter-Barangay Forum (MIBF) - guides the volunteers in identifying priority problems, generating alternative solutions, and deciding priority development projects, following the principles of community participation
10. Facilitates integration of community development priorities with the development plans of the barangay and the municipal development councils (MDC).
11. Trains and coaches the community volunteers on NCDDP processes and in undertaking their roles in the PSA, project identification and development, resource mobilization, organizational development and management, networking, and conflict resolution
12. Coaches the volunteers on the Preparation of Community Project Proposal following NCDDP standards
13. Guides the volunteers in complying with the prescribed NCDDP processes, including updates to the community
14. Reviews correctness and completeness of documentary requirements (i.e., RFR) and facilitates completion
15. Organizes and coordinates NCDDP-related meetings, assemblies, workshops, training and other events and ensures attendance of required personnel
16. Identifies and recommends potential sources of funds/resources at the barangay level
17. Identifies and mobilizes other development partners for resource convergence around community priorities
18. Coaches barangay officials whose projects were not prioritized on how to "sell" the barangay projects to potential donors
19. Personally checks all aspects of work on sub-projects from delivery of materials to construction, identifies anomalies and takes corrective action
20. Facilitates resolution of conflicts & grievances to ensure smooth implementation, buy-in and support of all stakeholders
21. Monitors the community finance management and procurement processes, detects red flags using the appropriate NCDDP instruments/checklist, and coordinates TA with the appropriate ACT and RPMT technical specialist - Deputy Area Coordinators (DAC) or Regional Infrastructure Engineers (RIE), and Municipal Finance Analyst (MFA) or Regional Finance Analyst (RFA), as the case may be
22. Facilitates the crafting of an O&M Plan and facilitates capacity-building of the O&M team
23. Coaches the volunteer teams in complying with documentary, data gathering and reporting requirements to facilitate release of funds
24. Coaches community volunteers in developing and operationalizing a community-based monitoring and evaluation system for projects being implemented
25. Documents experiences to help policy makers formulate enhancements to the NCDDP systems & Processes
26. And performs such other tasks that may be assigned by the immediate supervisor as deemed necessary.
27. Communicates any concern to SRPMO for immediate response/action.
28. Scan, photocopy records, communications and other documents
29. Provide copy of official documents to concerned staff.
30. Implement retention and disposal schedules in coordination with the Records Unit of the Regional DSWD Office.
31. Provide support during the conduct of RPMT-led activities.
32. Attend meetings related to administrative concerns as directed by the RPMT Head
33. Encode LCC amounts of SPs in the Geotagging System;
34. Proper inventory and filing of documents in the RPMT Office, including but not limited to Finance, Engineering, and Social Development Unit.
35. Prepare necessary task in documentation and administrative requirements for record keeping.
36. Performs other administrative-related tasks that maybe assigned from time to time.
 1. As part of Quick Response Team, helped in repacking of goods in time of calamity/disaster to be distributed to the affected Municipality.
 2. Attend the Program's calendar of activities and other program's as well for updates.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 21 MAY 2024

1. Application Letter addressed to **Ms. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at 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).

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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:

Four (4) Community Empowerment Facilitator (newly created)

Status of Employment: Contract of Service
Monthly Salary: SG 15 (Php 36, 619.00)
Area of Assignment: KALAHI CIDSS - CFW

Qualification Standards

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 Community Development, Social Development or any other related course.
Training: Forty hours (40) Hours of relevant training in community organizing, community mobilization strategies and approaches, and/or popular education techniques and approaches. Training in Gender Development and/or Local Governance is a plus.
Experience: Two (2) years of relevant, progressive experience in community organizing and/or development assistance projects. Experience in implementing gender and development, conflict sensitivity and peace building, community based resource management, community-based environmental protection, and community-based disaster risk reduction is an advantage.
Eligibility: None required

Specific Tasks and Functions:

1. Conducts project orientation in the barangays of the NCDDP to obtain buy-in for the program;
2. Facilitates conduct of barangay assemblies (BA) and other community meetings, with special emphasis on ensuring participation of vulnerable groups;
3. Assesses readiness and capability of barangay officials in embracing and operationalizing the DROM process;
4. Persuades the barangay councils to embrace the program;
5. Encourages barangay constituents to collectively participate in the DROM development process, with special attention on the participation of the most marginalized-vulnerable groups
6. Identifies potential leaders from among the volunteers and assesses their readiness & capabilities;
7. Facilitates organization of NCDDP CV committees & teams (ie., BRT, PPT, BSPMC, etc) from among the volunteers. Orients the volunteers on the NCDDP processes and the roles and responsibilities of members;
8. Using prescribed processes - ie., PSA, Municipal Inter-Barangay Forum (MIBF) - guides the volunteers in identifying priority problems, generating alternative solutions, and deciding priority development projects, following the principles of community participation;

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9. Facilitates integration of community development priorities with the development plans of the barangay and the municipal development councils (MDC);
10. Trains and coaches the community volunteers on NCDDP processes and in undertaking their roles in the PSA, project identification and development, resource mobilization, organizational development and management, networking, and conflict resolution;
11. Coaches the volunteers on the Preparation of Community Project Proposal following NCDDP standards;
12. Guides the volunteers in complying with the prescribed NCDDP processes, including updates to the community;
13. Reviews correctness and completeness of documentary requirements (ie RFR) and facilitates completion;
14. Organizes and coordinates NCDDP-related meetings, assemblies, workshops, training and other events and ensures attendance of required personnel;
15. Identifies and recommends potential sources of funds/resources at the barangay level;
16. Identifies and mobilizes other development partners for resource convergence around community priorities;
17. Coaches barangay officials whose projects were not prioritized on how to "sell" the barangay projects to potential donors;
18. Personally checks all aspects of work on sub-projects from delivery of materials to construction, identifies anomalies and takes corrective action;
19. Facilitates resolution of conflicts & grievances to ensure smooth implementation, buy-in and support of all stakeholders;
20. Monitors the community finance management and procurement processes, detects red flags using the appropriate NCDDP instruments/checklist, and coordinates TA with the appropriate ACT and RPMT technical specialist - Deputy Area Coordinators (DAC) or Regional Infrastructure Engineers (RIE), and Municipal Finance Analyst (MFA) or Regional Finance Analyst (RFA), as the case may be;
21. Facilitates the crafting of an O&M Plan and facilitates capacity-building of the O&M team;
22. Coaches the volunteer teams in complying with documentary, data gathering and reporting requirements to facilitate release of funds;
23. Coaches community volunteers in developing and operationalizing a community-based monitoring and evaluation system for projects being implemented;
24. Documents experiences to help policy makers formulate enhancements to the NCDDP systems & Processes;
25. And performs such other tasks that may be assigned.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 21 MAY 2024

1. Application Letter addressed to **Ms. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/PCR 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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LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

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

Four (4) Municipal Financial Analyst (newly created)

Status of Employment: Contract of Service
Monthly Salary: SG 15 (Php 36, 619.00)
Area of Assignment: KALAHI CIDSS - CFW

Qualification Standards

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 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

Specific Tasks and Functions:

- Ensure that costs of subproject proposals are complete, economic, and reasonable
1. Provide technical assistance in the preparation and review of Program of Works particularly on the reasonableness of unit costs and appropriateness of items charged under the Indirect Cost.
 2. Evaluate ceiling for Overhead/Admin (Indirect Cost) cost vis-à-vis Total Subproject Cost based on prescribed parameters indicated in the Infra Manual.
 3. Evaluate committed LCC whether these are reasonable and appropriate in relation to the subproject.
 4. Ensure compliance to internal control measures put in place for the economical, efficient and effective implementation of community-approved subprojects.
 5. Assist the BSPMCs, including the different units or teams under them through job coaching in a) setting up of the cash book and Local Counterpart Contribution Journal, and recording of transactions, b) doing Bank Reconciliation, and c) preparation of Status of Subproject Fund Utilization Report.
 6. Review all requests for fund release including the required supporting documents. Maintain a database that shows the status of the reviewed RFRs and monitor RFR status at all level.
 7. Review and sign all Disbursement Vouchers in accordance w/ KC Community based financial management guidelines, policies and procedures prior to Area Coordinator's signature of the check. Make sure that no check has been signed by the AC without the DV being properly reviewed. Any incident where AC failed to subject the DV for review prior to signing the check must be immediately reported to the RPMO.
 8. Review accuracy of costs assigned by Community Facilitators on the Voucher for Local Counterpart Contribution (VLCC) for CBIS as well as completeness of its supporting documents and ensure all LCC delivered are accounted and recorded.

9. Monitor delivery of Local Counterpart Contribution for SPI and CBIS and provide timely feedback to AC for appropriate action in case of potential delay.
10. Initiate monthly community meetings on financial management along with the review of financial documents and other required financial reports.
11. Monitor and validate financial project status of the barangays through field visits.
12. Submit monthly feedback report to the Regional Financial Analyst as regards community financial management system.
13. Monitor BSPMC's compliance to community financial management system and financial documentation and filing.
14. Ensure closing of community bank accounts opened and facilitate the submission of financial closing documents to RPMO.

Ensure compliance to the Project's financial reportorial requirements.

1. Prepare and timely submit municipal financial monitoring reports to the SRPMO and the MLGU-Accountant or designated Program finance focal person. Make sure that soft reports are properly backed-up with hard copies.
2. Collect and timely submit original paid disbursement vouchers and its supporting documents to COA thru the RPMO.
3. Collect and timely submit Status of Subproject Fund Utilization Reports prepared by the Community Bookkeepers. Make sure that the books of the BSPMCs are up-to-date and that they maintain complete copies of all financial reports including Bank Snapshots/Statements and Bank Reconciliation Statements.
4. Maintain a reliable and accurate Municipal Financial Database.
5. Maintain a complete file of municipal reports such as vouchers for LCC for CBIS and its supporting documents.
6. Maintain a complete file of transmittal letters or acknowledgement receipts of all submitted documents and reports.

Ensure compliance to Project guidelines and policies, including applicable social and environmental safeguards and gender standards relative to the request for, release and accounting of community grants.

1. Check ESMP to include attendant costs of measures to mitigate impacts of subprojects to communities and residents.
2. Ensure that labor costs reflected in the Program of Works and actual wages paid to laborers comply with the rates prescribed by DOLE indicated in the Regional Wage Board, including equal payment to men and women rendering the same service as indicated in the Employment Record Sheet.

Requirements:

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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:

Four (4) Technical Facilitator (newly created)

Status of Employment: Contract of Service
Monthly Salary: SG 17 (Php 43, 030.00)
Area of Assignment: KALAHI CIDSS - CFW

Qualification Standards

Education: Bachelor's degree in Engineering and other courses 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 Civil Engineering and other allied courses; Women applicants are encouraged.
Training: Minimum of 1 year relevant civil works experience in small scaled rural community-based infrastructure development, preferably with 6 months in foreign assisted development projects and proficient in AutoCAD software.
Experience: 4 hours training on design, project management, construction safety and health and other trainings relevant to the job.
Eligibility: None required

Specific Tasks and Functions:

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 and 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 scheduling, LCC commitments delivery, and the construction forms and reports required during 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

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- 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.

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 Regional Director