

## NOTICE OF VACANCY

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

**Two (2) Project Development Officer II (Municipal Link)**  
(vice Batain and Devad)

Status of Employment: **Contractual**  
Monthly Salary: **Php 36,619.00**  
Area of Assignment: **Pantawid Pamilyang Pilipino Program (Provincial Operations Office)**

**Minimum Qualification Standards**

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

**Preferred Qualifications**

Education: Bachelor's degree preferably Social Work, social sciences, community development and health courses  
Experience: At least 1 year of relevant experience along capability building, community organizing and facilitation  
Training: At least 4 hours of training related to community organizing, facilitation and development  
Eligibility: Career Service (Professional) Second Level Eligibility / RA 1080

**Specific Tasks and Functions:**

1. Profiles beneficiaries/parent leaders and LGU links trained;
2. Conducts SWI administration and case management to families through converged efforts, their needs and problems;
3. Facilitates and ensures conduct of family development sessions with the LGU links and parent leaders as organizers and with other stakeholders as Resource Persons;
4. Maintains and monitors caseload data as follows:
  - a. total registration and enrolment – IDs, oath of commitment and LBP forms
  - b. No. of OTC
  - c. No. of HH on G-Remit
  - d. Updated list of schools (daycare center, pre-school, elementary and high school);
  - e. Updated list of health centers and health stations
  - f. No. of parent leaders
  - g. No. of HHs provided with other support programs and service
5. Monitors and ensures supply side requirements in coordination with the LGU and key partners;
6. Facilitates other activities of the program at the Municipal Level with LGU Links, Parent Leaders and other stakeholders:
  - a. Community Assembly
  - b. Completion and submission of complaints and grievances and facilitates initial resolution of the same
  - c. Monitoring of cash grants released and informs beneficiaries of the schedule of payments
7. Serves as secretariat to the Municipal Advisory Committee meetings;
8. Prepares monthly and quarterly Accomplishment Reports;
9. Prepares performance contract and evaluation; and
10. Performs other related tasks.

**Requirements:**

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

20 JUNE 2024

5. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
6. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
7. Performance rating in the last rating period (if applicable);
8. Photocopy of Transcript of Records.

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](http://fo2.dswd.gov.ph)).

Please submit all documents by filling-up this link: <https://bit.ly/49WpFB5>. **Unspecified application shall not be entertained.**

**Walk-in and Submission via email shall not be allowed.**

  
**LUCIA SUYU ALAN, RSW**  
Regional Director 