

**Date of Posting:** November 26, 2024

**Deadline of Submission:** DECEMBER 9, 2024

**Mode of Submission:** <https://bit.ly/49WpFB5>

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## NOTICE OF VACANCY

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

### **One (1) Planning Officer II** (vice Al V. Dela Cruz)

Status of Employment: Permanent  
Item No.: OSEC-DSWDB-PLO2-121-2004  
Monthly Salary: SG 15/ Php 38,413.00  
Area of Assignment: Policy Development and Planning Section

#### **Qualification Standards**

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

#### **Preferred Qualifications**

Education: Bachelor's degree in Social Work, Public Administration, and other related course  
Experience: One (1) year relevant experience along reportorial writing, monitoring and evaluation and policy development  
Training: Four (4) hours relevant Training  
Eligibility: Career Service (Professional) Second Level eligibility

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

1. Gathers Data/Information/Relevant Researches and studies as basis for input to Technical Reports/Document.
2. Prepares inventory/updating of researches/studies on SWD and DSWD programs and Administrative issuances.
3. Assists in monitoring and updating Department's compliances to International commitments related to SWD.
4. Consolidates and monitor Sectoral plans/accomplishments reports of the DSWD Filed Office,
5. Assists in DSWD and SWD Data/Statistics.
6. Prepares endorsement/transmittal letter, annual procurement and accomplishment report of the Division.
7. Prepares materials for briefing/consultation meetings and for posting in DSWD website.
8. Assists/coordinates in the provision of Technical Secretariat support to Management conference/TWG/Task Force meetings relative to Planning/Policy Development/Research.
9. Attend to Internal and external meetings, trainings/conferences as assigned by the Director/Division chief.
10. Performs relevant functions along disaster management; and
11. Performs other related tasks.

Applicants should be guided by the following Criteria for Evaluation:

<b>Education</b>	<b>25%</b>
<b>Training</b> (Only relevant training shall be considered)	<b>10%</b>
<b>Experience</b> (Only relevant experience will be considered)	<b>25%</b>
<b>Written Examination</b> (Initial Qualifying Test & Technical Examination)	<b>25%</b>
<b>Competency Based Interview</b>	<b>10%</b>
<b>IPCR or any related Performance Assessment/Review Rating</b>	<b>5%</b>
<b>Total</b>	<b>100%</b>

**Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than DECEMBER 9, 2024.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
2. 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);
3. Performance rating in the last rating period (if applicable);
4. 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 *lc. JL*



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## NOTICE OF VACANCY

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**One (1) Planning Officer IV**  
(vice Dulceneah Lyra F. Dela Cruz)

Status of Employment: Permanent  
Item No.: OSEC-DSWDB-PLO4-30-2015  
Monthly Salary: SG 22/ Php 74,836.00  
Area of Assignment: Policy Development and Planning Section

### **Qualification Standards**

Education: Bachelor's Degree relevant to the Job  
Experience: Three (3) years relevant experience  
Training: Sixteen (16) hours relevant Training  
Eligibility: Career Service (Professional) Second Level eligibility

### **Preferred Qualifications**

Education: Bachelor's degree in Social Work, Public Administration, and other related course  
Experience: Three (3) years relevant experience along reportorial writing, monitoring and evaluation and policy development  
Training: Sixteen (16) hours relevant Training  
Eligibility: Career Service (Professional) Second Level eligibility

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

1. Provide technical assistance in the formulation and development of Regional Plans;
2. Monitor the implementation of Regional Plans and prepare periodic reports;
3. Provide technical support to inter-agency and inter-office committees;
4. To monitor the implementation of the Department's policies as mandated by various laws, as well as the Department's and SWD sectors' compliance to existing laws and policy issuances at the Regional level;
5. Formulate and lead in the development of Regional Thrusts and Priorities;
6. Provide comments/inputs to proposed guidelines and policies;
7. Conduct Field Office initiated researches;
8. To prepare monitoring reports on the implementation of the Department's policy and research agenda at the regional level;
9. Serve as Secretariat to RD – TWG;
10. Provide technical support to inter-agency and inter-office committees;
11. Lead in the development and dissemination of Regional Results Framework, Monitoring and Evaluation Olan, Risk Treatment Plan and Assessment Reports;
12. Provide technical assistance in managing performance for results; and
13. Serve as Secretariat of the RCMET responsible for technical support, coordination and information sharing on M&F

Applicants should be guided by the following Criteria for Evaluation:

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

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**LUCIA SUYU ALAN, RSW**  
 Regional Director *lc. al*