

## NOTICE OF VACANCY

As of MAY 25 2022

Position : (23) PROJECT DEVELOPMENT OFFICER II (CITY LINK)

Item Number : FONCR-PCONTRACTUAL-PDO2-000494  
FONCR-PCONTRACTUAL-PDO2-000492  
FONCR-PCONTRACTUAL-PDO2-000184  
FONCR-PCONTRACTUAL-PDO2-000487  
FONCR-PCONTRACTUAL-PDO2-000292  
FONCR-PCONTRACTUAL-PDO2-000219  
FONCR-PCONTRACTUAL-PDO2-000229  
FONCR-PCONTRACTUAL-PDO2-000605  
FONCR-PCONTRACTUAL-PDO2-000297  
FONCR-PCONTRACTUAL-PDO2-000270  
FONCR-PCONTRACTUAL-PDO2-000565  
FONCR-PCONTRACTUAL-PDO2-000087  
FONCR-PCONTRACTUAL-PDO2-000287

Salary Grade : SG 15 / Php 35,097.00

Vice : ALINDAY, MA. CLARISSA L. / BOBILA, EMMARUTH D. / DE FIESTA, ELERYNA E. / DELA CRUZ, CARLO D. / DOMINGO, EPHRAIM A. / MAGGAY, JONALYN T. / MILLANAR, MARY JANE J. / MILARPIZ, KAYE G. / PIAMONTE, ELLINOR M. / SIBAY, MARICEL G. / SIGNO, EDWIN A. / VIVAS, CODEX CAEZARIUZ E. / NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED DECEMBER 22, 2020

Status : CONTRACTUAL

Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 2 – MANILA; OPERATIONS OFFICE 5 – QUEZON CITY; OPERATIONS OFFICE 9 – TAGUIG & PASAY; OPERATIONS OFFICE 4 – QUEZON CITY; OPERATIONS OFFICE 6 – VALENZUELA & MALABON; OPERATIONS OFFICE 7 – PASIG & MANDALUYONG; OPERATIONS OFFICE 3 – CALOOCAN SOUTH; OPERATIONS OFFICE 8 – LAS PIÑAS & MUNTINLUPA)

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job

Training : 4 hours of relevant training

Experience : 1 year of relevant experience

Eligibility : RA 1080 or CS Professional (Optional)

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work or Allied Social Science

Training : 4 hours of relevant training in planning and organizing, frontline services

Experience : 1 year of relevant experience along community organizing, case management, support to an organization or major/complex project

Eligibility : RA 1080 or CS Professional (Optional)



## JOB SUMMARY

The Project Development Officer II (City Link) shall administer the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

## DUTIES AND RESPONSIBILITIES

1. Maintain and monitor City/Municipal Caseload as follows:
  - ✓ Total registration and enrollment – IDs, Oath of Commitment & LBP forms;
  - ✓ No. of Households (HHs) with Cash Cards;
  - ✓ Updated list of Schools – day care center, pre-school, elementary and high school;
  - ✓ Updated list of health centers and health stations;
  - ✓ No. of Parent Leaders;
  - ✓ No. of HHs provided with other support programs and services;
  - ✓ No. of HHs subjected to case management intervention;
  - ✓ No. of HHs administered with SWDI;
  - ✓ No. of HHs for graduation;
  - ✓ No. of organized Parent Groups;
  - ✓ No. of households for waive, delisting and/or graduation;
2. Facilitate conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders;
3. Facilitate review and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community;
4. Prepare Supply Side Assessment results to LGU and partners;
5. Serve as secretariat to the Municipal Advisory Committee;
6. Prepare and submit records;
7. Prepare Case Summary reports of households with dysfunctional families and or/ whose HH members are in difficult circumstances and other Pantawid Admin and system related reports and submit to SWO III for review, inputs and Technical Assistance;
8. Conduct SWDI Enumerator/validation as assigned by the immediate supervisor in a year;
9. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program (from the duties of SWO III);
10. Perform other related tasks that may be assigned related to the program.

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

### Initial Shortlisting

Obtain **75% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

### Final Shortlisting

Top 5 highest rating but overall rating should not be less than 80%.



Position : **TWO (2) PROJECT DEVELOPMENT OFFICER II (INSTITUTIONAL PARTNERSHIP AND DEVELOPMENT OFFICER)**  
Item Number : **FONCR-PCONTRACTUAL-PDO2-000008/  
FONCR-PCONTRACTUAL-PDO2-000009**  
Salary Grade : **SG 15 / Php 35,097.00**  
Vice : **MAGNO, KIM DALE P. / TARIFA, JESUS V.**  
Status : **CONTRACTUAL**  
Place of Assignment : **PANTAWID PAMILYA (RPMO)**

#### **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : **Bachelor's degree relevant to the job**  
Training : **4 hours of relevant training**  
Experience : **1 year of relevant experience**  
Eligibility : **RA 1080 or CS Professional (Optional)**

#### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

Education : **Bachelor's degree in Social Work or Allied Social Science**  
Training : **4 hours of relevant training**  
Experience : **1 year of relevant experience**  
Eligibility : **RA 1080 or CS Professional (Optional)**

#### **JOB SUMMARY**

The Project Development Officer II (Institutional Partnership) shall coordinates with partner agencies and other stakeholders for resource augmentation and technical support.

#### **DUTIES AND RESPONSIBILITIES**

1. Facilitate preparatory activities for the signing of Memorandum of Agreement with the Local Government Units and ensure submission of municipal and city resolutions regarding commitment and support of the Local Government Units in the implementation of 4Ps in their respective localities.
2. In coordination with the Provincial Operations Office, monitor compliance of provincial and municipal LGUs to the stipulations of the MOA including but not limited to the regular PAC, MAC meetings and specific support to address supply side gaps.
3. Conduct orientation and presentation of Supply Side Assessment Results to RAC, PAC and MAC to solicit support from partners in addressing supply side gaps.
4. Monitor submission of supply side assessments, encoding and consolidation of supply side results.
5. Monitor and consolidate report of Provincial Operations Office on the compliance to supply side of the LGUs and partner agencies based on the supply side gaps identified by the assessment results.
6. Establish coordination and networking with other stakeholders such as NGOs, POs, church organizations to augment provision of supply side requirements and support services for household beneficiaries of the program.
7. Maximize support and coordination with sectoral networks in coordination with Provincial Operations Office along Gabay, Tulay, Bantay and Kaagapay.
8. Provides technical and secretariat support to the Regional Advisory Committee.
9. Prepare regular updates and reports as required by the Field Offices and the National Project Management Office.
10. Accomplish performance commitment and appraisal.
11. Perform other tasks that may be assigned.

Applicants should be guided by the following **Criteria for Evaluation**:

<u>E</u> ducation (E)	25%
<u>T</u> rainning (T)	10%
<u>E</u> xperience (E)	25%
Written Exam Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**

Obtain **75% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

**Final Shortlisting**

Top 5 highest rating but overall rating should not be less than 80%.



Position : ONE (1) PROJECT DEVELOPMENT OFFICER II (REGIONAL COMPLIANCE VERIFICATION SYSTEM OFFICER)  
Item Number : FONCR-PCONTRACTUAL-PDO2-000257  
Salary Grade : SG 15 / Php 35,097.00  
Vice : SOTTO, JOHN CARLO Y.  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYA (RPMO)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience preferably in data management  
Eligibility : RA 1080 or CS Professional (Optional)

#### JOB SUMMARY

The Project Development Officer II (Regional Compliance Verification System) shall ensure that all Compliance Verification policies/ guidelines are properly implemented and observed by all field implementers at POO/COO and C/MOO.

#### DUTIES AND RESPONSIBILITIES

1. Provides support and technical assistance to the field implementers to ensure that Compliance Verification (CV) activities are carried out efficiently and within the approved timeline.
2. Monitors/ Supervises the activities and accomplishments of the region related to CVS and shall ensure completion of the same within the approved timeline. (i.e. generation of CV forms (when applicable), downloading, printing, distribution, and collection for CV forms to and from the concerned partners, Encoding of Accomplished CV forms, Recommendation, RDs approval).
3. Ensures that the downloaded electronic CVFs are complete and accurate prior to the printing of CV forms.
4. Ensure that the download electronic CVFs are complete, accurate and appropriately distributed to all concerned field implementers and key partners within the prescribed timeline.
5. Conducts random check on the encoded CV data against the accomplished CV forms to ensure the correct information/data encoded in the PPIS.
6. Ensures the completeness, correctness, and veracity of CV encoded data.
7. Verifies and recommends compliance results in the PPIS per program condition for RD's approval.
8. Assesses and facilitate the FM request endorsed by POO/COO for RDs approval every monitoring period.
9. Ensures timely and accurate encoding of the FM data in the encoding module based on the approved FM request.
10. Closely coordinates and provides feedback to all concerned field implementers and to the NPMO on the status of the CV activities and encountered CV issues and concerns for resolution.

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**

Obtain **75%** or **45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

**Final Shortlisting**

Top 5 highest rating but overall rating should not be less than 80%.

Position : ONE (1) PROJECT DEVELOPMENT OFFICER II  
(COMPLIANCE VERIFICATION SYSTEM COORDINATOR)  
Item Number : FONCR-PCONTRACTUAL-PDO2-000088  
Salary Grade : SG 15 / Php 35,097.00  
Vice : IBABAO, LEA B.  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 2 – MANILA)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work or Allied Social Science  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

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#### JOB SUMMARY

The Project Development Officer II (Compliance Verification System) shall provide technical assistance to POO in handling non-compliance cases received at their level.

#### DUTIES AND RESPONSIBILITIES

1. Review accomplishment compliance verification forms prior to encoding and submission to the Field Office.
2. Prepare summary report on CVS Submission and compliance vis-à-vis total target submission to their geographical assignment.
3. Monitor and analyze trends of compliance and identify issues and recommend appropriate actions by POO.
4. Coordinates and facilitates monthly system meetings.
5. Assist and manage distribution and retrieval of CV Forms as needed.
6. Assist the Field Office-Based Coordinator in monitoring and ensuring timely and complete distribution and retrieval of CV Forms to POO vis-à-vis their target schools and health centers.
7. Provide technical assistance to POO in handling non-compliance cases received at their level.
8. Accomplishment performance commitment and appraisal.
9. Perform other related tasks as may be directed.



Applicants should be guided by the following **Criteria for Evaluation**:

<u>E</u> ducation (E)	25%
<u>T</u> rainning (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**

Obtain **75% or 45** points of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

**Final Shortlisting**

Top 5 highest rating but overall rating should not be less than 80%.



Position : TWO (2) PROJECT DEVELOPMENT OFFICER II (GRIEVANCE REDRESS SYSTEM FOCAL)  
Item Number : FONCR-PCONTRACTUAL-PDO2-000095  
FONCR-PCONTRACTUAL-PDO2-000078  
Salary Grade : SG 15 / Php 35,097.00  
Vice : GARIGUEZ, DANIEL SALVADOR E. / SIBAYAN, RUBEN P.  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID FAMILYA (OPERATIONS OFFICE 6 – MALABON, NAVOTAS, & VALENZUELA; OPERATIONS OFFICE 9 – MAKATI, TAGUIG, PATEROS, & PASAY)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work or Allied Social Science  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### JOB SUMMARY

The Project Development Officer II (Grievance Redress System) shall task to receive, process, resolve, and provide feedback to beneficiaries, stakeholders, and general public with complaints against the program implementation.

#### DUTIES AND RESPONSIBILITIES

1. Advocate grievance models/channels.
2. Ensure availability of grievance forms.
3. Review and analyze grievance reports and verify.
4. Monitor resolution of cases.
5. Database encoding and provision of resolution.
6. Provide feedback to concerned personnel.
7. Provide technical assistance to MLs and CLs
8. Distribute interview forms to Provincial Grievance Officers. Collect forms, review, and sort the same, check for duplicate entry mod, encode and distribute to appropriate office and feedback to PGO.
9. Receive referrals thru snail mail, email, network sites, reports and media, refer to CGO, validate with SWO III/CL/, provision of immediate redress.
10. Receive and monitor report through SMS.
11. Receive report thru calls, check for duplicate entry mode, encode and report to PGO, provide immediate redress to and update data entry.
12. Provide weekly status report specifying summary of resolved, on-going, and cases with no action and indicating also the response time of CL's and R/P/CGO's.
13. Provide monthly status report specifying response time of ML's and R/P/CGO's, % resolution of cases response time of ML's, response time of R/P/CGO's.
14. Status-to-date- submission of RGC Transactions by category/province and response time to MLs/CGOs.
15. Accomplish performance commitment and appraisal.
16. Perform other related tasks assigned by the immediate supervisor.

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtain **75% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

#### Final Shortlisting

Top 5 highest rating but overall rating should not be less than 80%.

Position : ONE (1) PROJECT DEVELOPMENT OFFICER II (REGIONAL GENDER AND DEVELOPMENT OFFICER)  
Item Number : FONCR-PCONTRACTUAL-PDO2-000028  
Salary Grade : SG 15 / Php 35,997.00  
Vice : REYNO, IRENE G.  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYA (RPMO)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work or Allied Social Science  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### JOB SUMMARY

The Project Development Officer II (Regional Gender and Development Officer) shall provide technical assistance to other Pantawid program focal/officers in the generation and analysis of sex-disaggregated data and in the use of gender-fair language in reports and all forms of communication.

#### DUTIES AND RESPONSIBILITIES

1. Mainstreams gender perspective with people by conducting the following:
  - a. Administers GAD Learning Needs Assessment (LNA) for all RPMO staff.
  - b. Maintains, updates, and monitors personnel knowledge, skills, attitudes, and perspectives (KSAP) on GAD foundational topics, skills-based topics, and special and issue-based topics.
  - c. Works with Pantawid Capability Building intervention based on the GAD LNA results.
  - d. Ensures that activity proposals (i.e. capability building, M&E, Advocacy) are reviewed for gender responsiveness.
2. Conducts annual gender assessment and GAD mainstreaming monitoring, evaluation, and reporting to ensure gender-responsive program implementation by conducting the following:
  - a. Provides technical assistance to other Pantawid program focal/officers in the generation and analysis of sex-disaggregated data and in the use of gender-fair language in reports and all forms of communication.
  - b. Works with other Pantawid Program focal/officers in annually assessing the level gender responsiveness of program implementation using standards GAD tools.
  - c. Consolidates and prepares GAD mainstreaming monitoring reports based on Pantawid GAD framework and safeguard indicators.
  - d. Facilitates the generation of regional reports such as the Pantawid GAD situationer, Gender red sites, GAD mapping results, and other core GAD statistics as may be sourced from the Pantawid Pamilya Information System (PPIS), and other sources (i.e. municipal, provincial, and partner-stakeholder reports, including gender analysis).



- e. Initiates and strengthens partnership with LGUs, agency partners, and other local stakeholders (i.e. CSOs) towards gender-responsive PAPs formulation and implementation.
- f. Leads in the formulation of Annual GAD Plan and budget of the program.
- g. Provides technical assistance to other RPMO staff through established mechanism such as the Regional Pantawid GAD Working Group, to POOs and MOOs.
- h. Consolidates and submits bi-annual GAD Accomplishment Report to the GAD-NPMO; and shares reports with the Regional GAD TWG, with partners and stakeholders (agencies, LGUs, CSOs) when necessary for GAD resource pooling and augmentation.
3. Identifies and develops core GAD advocacy messages through the following:
  - a. Identifies glaring gender issues and gaps that may arise from program implementation.
  - b. Provides technical input and works with the Social Marketing component in developing and popularizing GAD Advocacy materials.
  - c. Provides technical input in developing and running FDS Modules that discuss and focus on GAD-related topics.
  - d. Documents and shares creative initiatives in GAD mainstreaming in the Region.
4. Performs other tasks as may be directed by their immediate supervisors.

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtain **75%** or **45** points of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

#### Final Shortlisting

Top 5 highest rating but overall rating should not be less than 80%.

Position : ONE (1) PROJECT DEVELOPMENT OFFICER II (DEPUTY GENDER AND DEVELOPMENT OFFICER)  
Item Number : FONCR-PCONTRACTUAL-PDO2-000023  
Salary Grade : SG 15 / Php 35,097.00  
Vice : CASAÑAS, JENNIFER C.  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYA (RPMO)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work or Allied Social Science  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 or CS Professional (Optional)

#### JOB SUMMARY

The Project Development Officer II (Deputy Gender and Development Officer) shall ensure gender perspective and mainstreaming on the field with the grassroots by organizing and mobilizing members of the program for social development.

#### DUTIES AND RESPONSIBILITIES

1. Ensures gender perspective and mainstreaming on the field with the grassroots by:
  - a. Organizing and mobilizing members of the Program for social development and other activities pertinent to gender and development.
  - b. Assisting the Regional GAD Officer in providing GAD technical assistance to field staff
  - c. Coordinating with concerned programs, units, divisions, and offices in the conduct of community development such as advocacy and capability building of members in the development of people's organizations.
2. Supports in GAD annual assessment, monitoring, and evaluation to ensure gender-responsive program implementation through the following:
  - a. Overseeing production of sex disaggregated data and use of gender-fair language in reports and all forms of communications.
  - b. Assisting in the formulation of Annual GAD Plan and Budget of the Program which contains interventions to the identified and analyzed gender issues and gaps especially in the community.
  - c. Maintaining the provision of technical assistance to other RPMO staff through established mechanism such as the Regional Pantawid Pamilya GAD Working Group and to Operations Offices towards addressing the identified and analyzed gender issues and gaps.
  - d. Acting as the official alternate of RGADO in GAD monitoring bodies and processes.
3. Sustains and disseminates core GAD advocacy messages by:
  - a. Supporting in responding to the glaring gender issues and gaps in program implementation.
  - b. Attending to community organizing and GAD-related trainings for professional enrichment and application to post.
  - c. Helping in designing and popularizing GAD advocacy materials.

4. Performs other related tasks directed by RPC and RGADO.

Applicants should be guided by the following Criteria for Evaluation:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

**Initial Shortlisting** Obtain 75% or 45 points of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

**Final Shortlisting** Top 5 highest rating but overall rating should not be less than 80%.



Position : ONE (1) PROJECT DEVELOPMENT OFFICER I  
(MONITORING AND EVALUATION OFFICER)  
Item Number : FONCR-PCONTRACTUAL-PDO1-000084  
Salary Grade : SG 11 / Php 25,439.00  
Vice : COLAMBO, FRANCIS PAUL V.  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 4 – QUEZON CITY)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
Training : None required  
Experience : None required  
Eligibility : RA 1080 or CS Professional (Optional)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree relevant to the job  
Training : None required  
Experience : None required  
Eligibility : RA 1080 or CS Professional (Optional)

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#### JOB SUMMARY

The Project Development Officer I (Monitoring and Evaluation) shall facilitate the consolidation and preparation of regular Provincial Accomplishment of Pantawid Pamilyang Pilipino Program as well as provision of input, technical support and conduct of monitoring at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

#### DUTIES AND RESPONSIBILITIES

1. Consolidate and prepare Quarterly, Semestral and Annual Provincial Accomplishment Report.
  2. Provide inputs in the preparation of the Regional Work and Financial Plan.
  3. Provide technical support in the implementation/conduct of Spot Checks, Impact Evaluation and other research activities.
  4. Render technical assistance to provincial Monitoring and Evaluation Officers relative to preparation of technical reports.
  5. Conduct field monitoring as required by the Regional Director.
  6. Submit periodic and special reports as needed.
  7. Recommend policies and/or strategies pertaining to planning, monitoring and evaluation, and research as needed.
  8. Participate in the conduct of Regional Performance Review and Evaluation Workshop (PREW).
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Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

**Initial Shortlisting**

Obtained **75% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

**Final Shortlisting**

Top 5 highest rating but overall rating should not be less than 80%.

Position : ONE (1) SOCIAL WELFARE ASSISTANT  
Item Number : FONCR-PCONTRACTUAL-SOCWAS-000702  
Salary Grade : SG 8 / Php 18,998.00  
Vice : NEWLY-CREATED POSITION WITH APPROVED  
AUTHORITY TO HIRE DATED DECEMBER 22, 2020  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 8 -  
MUNTINLUPA)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Sub-Professional/First Level Eligibility (Optional)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Sub-Professional/First Level Eligibility (Optional)

#### JOB SUMMARY

The Project Development Officer I (Monitoring and Evaluation) shall facilitate the consolidation and preparation of regular Provincial Accomplishment of Pantawid Pamilyang Pilipino Program as well as provision of input, technical support and conduct of monitoring at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

#### DUTIES AND RESPONSIBILITIES

1. Consolidate and prepare Quarterly, Semestral and Annual Provincial Accomplishment Report.
2. Provide inputs in the preparation of the Regional Work and Financial Plan.
3. Provide technical support in the implementation/conduct of Spot Checks, Impact Evaluation and other research activities.
4. Render technical assistance to provincial Monitoring and Evaluation Officers relative to preparation of technical reports.
5. Conduct field monitoring as required by the Regional Director.
6. Submit periodic and special reports as needed.
7. Recommend policies and/or strategies pertaining to planning, monitoring and evaluation, and research as needed.
8. Participate in the conduct of Regional Performance Review and Evaluation Workshop (PREW).



Applicants should be guided by the following Criteria for Evaluation:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

### Initial Shortlisting

Obtained 75% or 45 points of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

### Final Shortlisting

Top 5 highest rating but overall rating should not be less than 80%.

Position : ONE (1) SOCIAL WELFARE OFFICER IV (CASE MANAGEMENT)  
Item Number : FONCR-PCOS-SOCWO4-000001  
Salary Grade : SG 22 / Php 69,963.00  
Vice : N/A  
Status : CONTRACT OF SERVICE  
Place of Assignment : PANTAWID PAMILYA (RPMO)

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree in Social Work  
Training : 16 hours of relevant training  
Experience : 3 years of relevant experience  
Eligibility : RA 1080 (Social Worker)

#### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work  
Training : 40 hours of relevant training  
Experience : 3 years of supervisory experience in a social work setting  
Eligibility : RA 1080 (Social Worker)

#### JOB SUMMARY

The Social Welfare Officer IV (Case Management) shall be the focal person of the RPMO for case management or other significant functions that may be recommended by the Regional Director to improve the efficiency and operational performance of the program.

#### DUTIES AND RESPONSIBILITIES

1. Acts as the Pantawid Pamilya regional lead focal person on case management.
2. Formulates road map of strategies to address categorization, prioritization, and resolution of high, medium, and low risk cases (i.e. not attending school cases, child protection and gender-based violence cases, among others).
3. Ensures that case management processes are followed from engagement, assessment, mutually agreed upon intervention planning and implementation to referrals in coordination with the C/MLs and/or case managers and other actors/members of the case referral networks.
4. Coordinated closely with Social Welfare Officer III at the cluster level to monitor status of cases, provides technical assistance if necessary and ensures that case conferences are consistently held for proper case disposition and resolution.
5. Provides technical assistance and support to other RPMO staff and to the Provincial Operations Offices whenever necessary.
6. Communicated effectively the various case management tools and recommends for their customization and enhancements, if appropriate and necessary, in order to come up with more comprehensive and integrative initiatives to improve HH beneficiaries' levels of well-being.
7. Serves as the resource person of the Field Office relative to case management, whenever necessary.
8. Analyzes trends in system activities, identifies major issues and problems using GAD lens, and formulates and recommends strategies to address them.
9. Reviews and analyzes reports from the POOs and looks for probable risks and to identify causes of potential bottlenecks in project implementation.
10. Monitors the administration of the Social Welfare Development Indicators (SWDI).

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**

Obtained **75% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

**Final Shortlisting**

Top 5 highest rating but overall rating should not be less than 80%.





Interested and qualified applicants who meet the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before JUN 09 2022 not later than 5:00 PM.

Application letter addressed to Regional Director FERDINAND LAZARO D. BUDENG, MNSA

1. (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) in the last rating period, (if applicable);
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
5. Photocopy of Transcript of Records
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

*The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.*

**NOTES:**

1. For online submission of application, please access this link <https://bit.ly/EONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. Present original or authenticated copies of the above documentary requirements for verification during filling of application
3. Submission of applications beyond the deadline and with incomplete attachments will not be accepted and entertained.

FERDINAND LAZARO D. BUDENG, MNSA  
Regional Director