

NOTICE OF VACANCY

As of FEB 07 2023

Position : 198 PROJECT DEVELOPMENT OFFICER II (CITY LINK)
Item Number : NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED JANUARY 24, 2023
Salary Grade : SG 15 / Php 36,619.00
Vice : NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED JANUARY 24, 2023
Status : CONTRACT OF SERVICE (COS)
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (OPERATIONS OFFICE 1 & 2 – MANILA; OPERATIONS OFFICE 3 – CALOOCAN NORTH & SOUTH; OPERATIONS OFFICE 4 & 5 – QUEZON CITY; OPERATIONS OFFICE 6 – MALABON, NAVOTAS, & VALENZUELA; OPERATIONS OFFICE 7 – MANDALUYONG, MARIKINA, & PASIG; OPERATIONS OFFICE 8 – LAS PIÑAS, MUNTINLUPA, & PARAÑAQUE; OPERATIONS OFFICE 9 – MAKATI, PASAY, PATEROS, & SAN JUAN

CSC - PRESCRIBED QUALIFICATION STANDARD

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

APPROVED PREFERRED QUALIFICATION STANDARDS BY THE OIC

Education : Bachelor's degree relevant to the job
Training : None required
Experience : None required
Eligibility : None required

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:**

<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%
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 60%.

Interested and qualified applicants who met 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 FEB 21 2023 **not** later than 5:00 PM:

1. Application letter addressed to **Regional Director MONINA JOSEFINA H. ROMUALDEZ** (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;
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable);
4. Photocopy of Certificate of Eligibility/Board of Rating and valid PRC License (if applicable);
5. Photocopy of Transcript of Records;
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificate of Grades for Master's/Doctor's Degree earned units (if applicable);
8. Photocopy of Certificates of relevant Learning and Development/Training attended;
9. Photocopy of Certificate/s of previous and present Employment (if applicable);
10. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
11. 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/FONCRrecruitment> and submit the scanned PDF copy of your credentials.
2. Applications sent through to recruitment.foncr@dswd.gov.ph shall use the email subject **(Surname_Position_Item Number_Code_Position_Office Assignment_Position)**.
3. Applicants, who wish to apply for more than one (1) position, **must submit application documents for each position and plantilla item number.**
4. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
5. Submission of applications **beyond the deadline and with incomplete attachments will not be accepted and entertained.**

MICHAEL JOSEPH J. LORICO
Director III/ ARD for Administration
Concurrent HRMDD Division Chief