



VACANCIES AS OF JUNE 7, 2023 (CONTRACT OF SERVICE) (4Ps)



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

89 PROJECT DEVELOPMENT OFFICER II (CITY LINK)

ITEM NUMBER : NEWLY-CREATED POSITION WITH
APPROVED AUTHORITY TO HIRE
DATED JANUARY 2023

SALARY GRADE : SG 15 / PHP 36,619.00

VICE : NEWLY-CREATED POSITION WITH
APPROVED AUTHORITY TO HIRE
DATED JANUARY 2023

STATUS : CONTRACT OF SERVICE

PLACE OF ASSIGNMENT: PANTAWID PAMILYANG PILIPINO
PROGRAM

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 : CAREER SERVICE (PROFESSIONAL)/
SECOND LEVEL ELIGIBILITY

APPROVED PREFERRED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE RELEVANT TO
THE JOB

TRAINING : NONE REQUIRED

EXPERIENCE : NONE REQUIRED

ELIGIBILITY : NONE REQUIRED

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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 CASELOADS AS FOLLOWS:
 - ✓ TOTAL REGISTRATION AND ENROLLMENT – IDs, OATH OF COMMITMENT & LBP FORMS;
 - ✓ NO. OF HOUSEHOLDS (HHs) WITH CASH CARDS;
 - ✓ 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 HHs OF ORGANIZED PARENT GROUPS;
 - ✓ NO. OF HHs 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 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 HHs 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. CONDUCT 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	10%
TEST	15%
SPECIAL/ TECHNICAL	
EXAM	
PANEL INTERVIEW	10%
IPCR OR ANY RELATED	
PERFORMANCE	5%
ASSESSMENT/ REVIEW	

INITIAL SHORTLISTING

OBTAINED **45 POINTS** OR **75%** OF THE MAXIMUM TOTAL
SCORE ON ETE.

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

FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES 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 JUN 13, 2023 NOT LATER THAN 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO**, Acting Regional Director (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 updated PRC License (if applicable);
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).

NOTES:

1. For online submission of application, please access this link <https://bit.ly/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during filing of application.
5. All interested qualified next-in-rank employees with Permanent status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications **beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.**

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.


MICHAEL JOSEPH J. LORICO
Acting Regional Director


JMMB/rpdc

Maagap at Mapagkalingang Serbisyo

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