



**VACANCIES AS OF  
FEBRUARY 26, 2024  
(CONTRACT OF SERVICE POSITION)**



## 1 PROJECT DEVELOPMENT OFFICER II

**ITEM NUMBER** : FONCR-COS-PDO2-2401005  
**SALARY GRADE** : SG 15 / PHP 36, 619.00  
**VICE** : Newly Created Position  
**STATUS** : Contract of Service  
**PLACE OF ASSIGNMENT** : Beneficiary First Project Management Unit

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Bachelor's Degree relevant to the job  
**TRAINING** : Four (4) hours of relevant training  
**EXPERIENCE** : One (1) year of relevant experience  
**ELIGIBILITY** : Career Service (Professional) /  
Second Level Eligibility

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : Bachelor's Degree relevant to the position  
**TRAINING** : Four (4) hours of relevant training  
**EXPERIENCE** : At least one (1) year experience in program/project development and management  
**ELIGIBILITY** : None Required

## **JOB SUMMARY**

The Project Development Officer II will be detailed in the Field Office, who will be responsible for liaising, coordinating and monitoring the implementation of approved programs, activities, and projects (PAPs), and ensure compliance with loan covenants and related requirements. He or she will prepare and consolidate progress reports, help maintain the BFIRST databases, and attend to other requirements of the PMU. Further, ensures that the Project Director's directives and concerned officials of the BFIRST PMU are properly addressed, and does other related staff work.

## **DUTIES AND RESPONSIBILITIES**

1. Assists in the review of Project Proposals / Terms of Reference;
2. Prepares periodic and special reports on the status and progress of the BFIRST Project Implementation;
3. Facilitates tasks and activities on PAP development, procurement, implementation and closure;
4. Coordinates and liaises with OBS to monitor and facilitate PAP Progress;
5. Assists in the development and packaging of PAP concept notes and proposals;
6. Assists in the other knowledge management tasks and activities;
7. Helps to maintain a database of completed, ongoing and prospective PAPs and ensure documentation of good practices and lessons learned from TA.
8. Attends to secretariat requirements of the PMU (e.g coordination of activities, preparation of minutes of meetings); and
9. Performs other related tasks as may be assigned by the BFIRST officials.

**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/REVIEW	5%

**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 **March 7, 2024** not later than 5:00 PM:

1. Application letter addressed to Regional Director **ATTY. MICHAEL JOSEPH J. LORICO** (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) / Performance Assessment or Review in the last/latest rating period (if applicable) Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
4. Photocopy of Transcript of Records;
5. Photocopy of College Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);
8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. 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/FONCRrecruitment> 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 the filling 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.*