



VACANCIES AS OF  
**APRIL 12, 2024**  
(CONTRACT OF SERVICE POSITIONS)



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

## 12 PROJECT DEVELOPMENT OFFICER II

**ITEM NUMBER** : FONCR-COS-PDO2-000515 /  
000434 / 000445 / 000446/  
000477 / 001191 / 000431/  
000482 / 2208004 / 2208007/  
000511 / 000439

**SALARY GRADE** : SG 15 / PHP 36,619.00

**VICE** : Esplana J., Bernardez J., Guab S.,  
Balondo K., Verlarde A., Villamor  
N., Del Rosario M., Maderazo J.,  
Pardiñas, K., Alejandro V., Chico, K.,  
Rodriguez, S.

**STATUS** : Contract of Service

**PLACE OF  
ASSIGNMENT** : Sustainable Livelihood Program

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Bachelor’s Degree relevant to the  
job

**TRAINING** : Four (4) hours relevant training

**EXPERIENCE** : One (1) year relevant experience

**ELIGIBILITY** : CS Professional / Second Level  
Eligibility

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

- EDUCATION** : Bachelor's Degree preferably in management, statistics, economics, finance, development studies, community development, or any business-related and social sciences degree
- TRAINING** : Four (4) hours of relevant training in project development and management, social entrepreneurship, networking and partnerships, business operations, community organizing, data management and analysis, basic statistics, monitoring and evaluation
- EXPERIENCE** : One (1) year of experience in development-related projects involving stakeholder engagement, community organizing, business development, research development and management, data management and analysis, basic statistics, monitoring and evaluation
- ELIGIBILITY** : None Required

## **JOB SUMMARY**

The Project Development Officer I| - Monitoring PDO handles the monitoring and assessment activities based on the frequency of data collection using the standard monitoring tool of the program. The Monitoring PDO ensures completeness, accuracy, and timely submission of all city/municipality databases of the monitored projects, associations, and households captured during the monitoring and assessment activities. The Monitoring PDO shall handle technical support, basic communication, and coordination work to assist in various fields such as program operations, program development, planning, monitoring and evaluation, and capability building.

The MPDO is responsible for the monitoring of the physical accomplishment and financial utilization of grants provided to the program participants / SLPA and monitoring and assessment of the microenterprise projects, Sustainable Livelihood Program Association (SLPA), Microenterprise Development (MD), and Employment Facilitation (EF) program participants within the program's incubation period, and identify follow-through interventions and other partners for mainstreaming.

## **DUTIES AND RESPONSIBILITIES**

The following are the function of the MPDO:

- a. Track progress of SLP program participants through regular monitoring and assessment visits and use of available tools during project site visits; a.1. Track, constant checkup, provide technical assistance (e.g., review of the enterprise plan, coaching, and mentoring, proper management of salary and savings, work etiquette, etc.) and coordinate to MD project and EF participants, which will commence three (3) months after the start of the program participant was employed.

- Track, constant checkup, and provide technical assistance (e.g., review of the enterprise plan, review of organizational structure, coaching, and mentoring, etc.) and coordinate with SLPA participants, which will commence six (6) months after the start of the microenterprise.
- Document key livelihood models, approaches, and strategies developed by field implementers for replication and localization;
- Prepare monitoring and evaluation reports on track-specific project implementation, financial performance and organizational status of SLPAs;
- Coordinate with the Implementing PDO to provide feedback on plans for supplementary interventions and endorsement to the Provincial Coordinator;
- Prepare an Annual Assessment Report that contains the organizational, financial, and technical status of the livelihood projects, SLPA, and employment of the program participants, which shall be the basis to determine who among the individuals and associations shall be identified for mainstreaming, for rehabilitation, or for closure

### **Coordinate with external stakeholders for**

- b. Mobilize resources for supplementary interventions from public and private sectors;

### **Perform other tasks related to monitoring and evaluation whenever necessary such as, but not limited to:**

- c. Conduct case conferences in coordination with the Implementing PDO;

- d. Provide feedback on the usability of the monitoring tools and provide inputs to enhance the overall monitoring and reporting system of the program;
- e. Coordinate monitoring and evaluation activities with the SLP-RPMO.
  - Ensure accurate and complete submission of monitoring data through encoding in the SLP Information System in accordance with the prescribed databases and reporting formats for timely submission to the provincial level, SLP-RPMO, concerned DSWD Field Office, DSWD management, and other stakeholders;
  - Ensure complete and timely submission of M&E data;
  - Establish and maintain an organized and systematic filing and document tracking system of all M&E data submitted at the municipal/city level;
  - Assist in the conduct of program assessment or research studies related to the program, both regional or national office, if applicable;
  - Contribute to identifying and disseminating good practices and lessons learned to improve the M&E System of the program relevant to the regional office;
  - Perform other related tasks that may be assigned from time to time by the superior.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:**

EDUCATION (E)	<b>25%</b>
TRAINING (T)	<b>10%</b>
EXPERIENCE (E)	<b>25%</b>
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	<b>10%</b>
SPECIAL / TECHNICAL EXAM	<b>15%</b>
PANEL INTERVIEW	<b>10%</b>
IPCR OR ANY RELATED PERFORMANCE/REVIEW	<b>5%</b>

**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**

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 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 **April 26, 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 Transcript 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.*