

Date: **9 SEPTEMBER 2024**

### NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **Contract of Service** position with details as follows:

**Office: PROTECTIVE SERVICES DIVISION**

#### Project Development Officer II

Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: Field Office - Crisis Intervention Section

#### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job  
Experience : At least one (1) year of relevant experience  
Training : At least four (4) hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

#### JOB DESCRIPTION:

Under the immediate supervision of the Program Compliance Team Lead, he/she will assume the role of *"International Organization for Standardization Focal"* and *"CART/ARTU Focal"*, which entails the implementation of the ISO Strategy and ARTA standards by facilitating the work of the division, ensuring the effective implementation and maintenance of the rules and procedures for standards development, advising the technical community, and driving initiatives and projects related to technical policy.

#### Functions and Responsibilities:

1. Coordinates with PMB-CID Central Office on the quality assurance section to ensure the program achieves its goals and corresponding objectives and targets;
2. Responds to inquiries on the ISO Directives, ARTA policies, and other general queries and technical questions from both internal and external sources;
3. Coordinates as relevant, complaints addressed to ISO that relate to the areas of responsibilities of the division;
4. Understands and studies the rules and procedures for standards development to explain, clarify, or interpret them, within the larger context of the policy priorities of the organization;
5. Contributes to the preparation of meetings and other events (e.g. workshops) for the Technical Management Board and related groups, including meeting support and drafting the ISO / ARTA meeting minutes;
6. Contributes to the content of policy, process, and working procedure-related documents, and the content of ISO / ARTA sections in various online platforms;
7. Manages input, collected from various sources, for the revision of the ISO Directives in collaboration with the supervisor and other implicated quality assurances, and prepare the new edition for publication;
8. Communicates information and updates to CIU / CIS personnel, the ISO / ARTA technical community and groups, and internally through various communication channels;
9. On time submission of reports related to SO / ARTA quality standards;
10. Represents CIU / CIS in matters related to technical policy or standards development, e.g. participating in workshops, events, and external meetings to promote ISO's / ARTA's work and standards development;
11. Participating in training, supervision, and meetings; and

12. Performs 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%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• 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 of ETE**

**Second Shortlisting: Top Five Highest rating but overall rating should not less than 80%**

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before SEPTEMBER 19, 2024.**


1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license *(if applicable)*;
6. Copy of Certificate of relevant trainings and seminars attended *(if indicated in the PDS)*; and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent *(if with work experience)*.

\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- a. All applications shall ONLY be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph/>.

  
**GENELYN P. MARTURILLAS**  
 Administrative Officer V  
 Human Resource Planning and Performance Management Section