

#91614-440



Republic of the Philippines
Department of Social Welfare and Development
 FIELD OFFICE VIII
 Magsaysay Boulevard, Tacloban City
 Telephone Nos. (6353)321-3322/321-2040; Telefax (6353)321-1659/321-1007
 e-mail: fo8@dswd.gov.ph
 Website: http://www.dswd.gov.ph

October 3, 2016

NOTICE OF VACANCY

Pantawid Pamilyang Pilipino Program of the DSWD Field Office VIII has one (1) vacant Contractual position with details as follows:

Position	:	Project Development Officer V (Regional Program Coordinator)
Salary Grade	:	24
Compensation	:	Php 56,610.00
Assignment	:	Regional Office
Qualifications Standards		
Education	:	Master's Degree
Training	:	Twenty Four (24) hours of training in management and supervision
Experience	:	Minimum of four (4) years in position/s involving management And supervision
Eligibility	:	none required

Specific Responsibilities and Tasks:

1. Monitors improvement of capacity of Pantawid Pamilya Families in accessing opportunities to move their level of well-being;
2. Creates convergent actions on Social Protection interventions;
3. Ensure organizational structure is responsive and culture of innovation is also strengthened in Pantawid Pamilya;
4. Monitors effective delivery of Social Protection Programs and Services including support to operations, General Administration and Support Services (GASS) and Policy Development;
5. Monitors and supervises Program Implementation and Strategic Outcomes;
6. Reviews and provide inputs on regional program accomplishments;
7. Establishes networking with partner agencies and other stakeholders;
8. Monitors operation of program system and components including compliance to instructions, directions, guidelines and policies released to Pantawid Pamilya Regional Program Management Office (RPMO) and Provincial Operations Office staff;
9. Monitors effective and efficient delivery of Cash Grant;
10. Responds to Secretary's urgent directives;
11. Performs other related tasks as may be assigned by the supervisor.

Applicants are reminded to indicate in their comprehensive resume the terms of reference of their previous work experiences.

Those who meet the qualification requirements of the said position may apply to the Regional Director not later than **October 17, 2016.**

Interested parties are advised to submit the following documents:

1. Application Letter;
2. Comprehensive Resume/Personal Data Sheet (PDS) with recent ID picture;
3. Photocopy of Transcript of Records and Diploma;
4. Photocopy of Certificate of Employment, if any;
5. Photocopy of Certificate of Trainings Attended, if any.


RESTITUTO B. MACUTO
 Regional Director

Note: Incomplete application will not be entertained.



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NOTICE OF VACANCY

Pantawid Pamilyang Pilipino Program of the DSWD Field Office VIII has one (1) anticipated vacant Contractual position with details as follows:

Position : Project Development Officer I
(Provincial Monitoring and Evaluation Officer)
Salary Grade : 11
Compensation : Php 19,077.00
Assignment : Province of Eastern Samar

Qualifications Standards

Education : Bachelor's Degree relevant to the job
Training : none required
Experience : none required
Eligibility : none required

Specific Responsibilities and Tasks:

- Consolidates and prepares quarterly and annual provincial accomplishment report;
- Provides inputs in the preparation of the Provincial Annual Plan;
- Provides technical inputs in the implementation of Pantawid Pamilya plans and monitoring and evaluation tools;
- Submits periodic and special reports as needed;
- Participate in the conduct of Program Implementation Review (PIR);
- Recommends policies and/or strategies pertaining to planning, monitoring, evaluation and research as needed;
- Accomplish performance commitment and appraisal;
- Perform other related tasks as may be assigned by the supervisor.

Applicants are reminded to indicate in their comprehensive resume the terms of reference of their previous work experiences.

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Interested parties are advised to submit the following documents:

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RESTITUTO B. MACUTO
Regional Director

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