

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION
Human Resource Planning and Performance Management Section
NOTICE OF VACANCY
as of **MAY 10, 2022**

Position : **PROJECT DEVELOPMENT OFFICER II – MUNICIPAL LINK**
Item Number : -
Salary : **PHP 36,619.00 (SG 15)**
Vice : -
Status : **CONTRACT OF SERVICE**
Place of Assignment : **ANYWHERE IN APAYAO**

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 : -

PREFERRED QUALIFICATION STANDARDS (COMPETENCY-BASED)

Education : **BACHELOR'S DEGREE IN SOCIAL WORK**
Training : **NONE REQUIRED**
Experience : **NONE REQUIRED**
Eligibility : **RA 1080 (REGISTERED SOCIAL WORKER)**

Job Description:

The Project Development Officer II - Municipal Link administers 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.

Functions and Responsibilities:

1. Maintain and monitor City/Municipal Caseload as follows:
 - a. Total registration and enrollment - IDs, Oath of Commitment & LBP forms;
 - b. No. of HHs with Cash Cards;
 - c. Updated list of Schools – day care center, pre-school, elementary and high school;
 - d. Updated list of health centers and health stations;
 - e. No. of Parent Leaders;
 - f. No. of HHs provided with other support programs and services;
 - g. No. of HH subjected to case management intervention;
 - h. No. of HHs administered with SWDI;
 - i. No. of HHs for graduation;
 - j. No. of organized Parent Groups; and
 - k. No. of households 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 the 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 reports;
7. Prepare Case Summary reports of households with dysfunctional families and/or whose HH 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 Enumeration/validation as assigned by the immediate supervisor in a year;
9. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program; and
10. Perform other related tasks that may be assigned related to the program.

Applicants should be guided by the following **Criteria for Evaluation:**

Education	15%
Training	20%
Experience	25%
Initial Qualifying Test	10%
Technical Exam	15%
Interview	10%
IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting	Obtained 75% or 45 points of the maximum score of ETE
Final Shortlisting	Top five highest rating but overall rating should not be less than 80%

Interested and qualified applicants WHO MEET THE REQUIRED QUALIFICATIONS regardless of gender, disability, civil status, ethnicity, religion, etc. may submit their applications **on or before 12 MAY 2023**:

LEO L. QUINTILLA
Regional Director