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## NOTICE OF VACANCY

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Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position:

**1. One (1) Project Development Officer I (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 11 / PhP27,000

**Areas of Assignment:** Statutory Programs Division - Supplementary Feeding Program Management Office (Provincial Operations Office of Ilocos Sur)

**Period of Engagement:** February to July 2024

**CSC – Prescribed Minimum Qualification Standards:**

|             |   |                                       |
|-------------|---|---------------------------------------|
| Education   | – | Bachelor’s degree relevant to the job |
| Training    | – | None Required                         |
| Experience  | – | None Required                         |
| Eligibility | – | None Required                         |

**Preferred Qualifications (Competency Based):**

|             |   |  |
|-------------|---|--|
| 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 |

**Knowledge and Skills:**

1. Computer Literate (MS Office Applications, knowledge in information systems and database management, and Google Workspace);
2. With good report writing skills;
3. With good oral and written communication skills;
4. With positive work attitude and can work well under pressure;
5. With good interpersonal relationship;
6. With good coordination and networking skills; and
7. Can work independently but also a team player.

**Job Summary:**

1. Assist in the monitoring of food utilization and submission of liquidation reports by the LGUs;
2. Assist in monitoring and evaluation of Supplementary Feeding Program (SFP) reports to ensure consistency of the date reflected in various accomplishment reports;
3. Assist in answering grievances on SFP in the province;
4. Monitor food utilization and submission of acknowledgement receipt by the LGUs;
5. Monitoring and evaluation of SFP reports;
6. Coordinate with the Local Government Units for timely submission of Memorandum of Agreement, Resolution, Project Proposal, Masterlist of beneficiaries, nutritional status and other required reports;

7. Coordinate with the suppliers / partners on the deliveries and activities relative to the SFP implementation; and
8. Collaborate with Local Nutrition Committee for the integration of SFP.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/zyYmkQQ8oTeAuALq5> not later than **5:00 PM of 19 February 2024** with the following attachments:

1. Application Letter;
2. Comprehensive Resume or Updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended;
5. Certificate of Employment;
6. Certificate/s of Board Rating / Professional License / CS Eligibility;
7. Certification from School for Masteral units earned or completed, if any;
8. Birth Certificate; and
9. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any

**Note:**

1. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
2. Applicants with **incomplete documents** shall not be entertained.