



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

ANNOUNCEMENT!!!
JULY 10, 2018

The **Human Resource Merit and Promotion and Selection Board (HRMPSPB)** is pleased to announce that the following positions are now open, to wit:

TECHNICAL POSITIONS:

1. Local Government Operations Officer IV/SG 18 (2-Regional Office)

For Local Government Operations Officer (LGOO) IV position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's degree
- b. 2 years of relevant experience
- c. Completion of training course for LGOOs
- d. Career Service (Professional) Second Level Eligibility

2. Local Government Operations Officer III/SG 15 (1-Cotabato City)

For Local Government Operations Officer (LGOO) III position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's degree
- b. 1 year relevant work experience
- c. 80 hours of relevant training in Local Governance Operations and Planning, Strategic Thinking and Community Development
- d. Career Service (Professional) Second Level Eligibility

3. Local Government Operations Officer II/SG 13 (1-Cotabato Province)

For Local Government Operations Officer (LGOO) II position, the minimum requirements of the position shall be as follows, viz:

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- a. Bachelor's degree
- b. Career Service (Professional) Second Level Eligibility

4. Statistician I/SG 11 (1-Regional Office)

For Statistician I position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's degree relevant to the job
- b. Career Service (Professional) Second Level Eligibility

ADMINISTRATIVE POSITIONS:

1. Administrative Officer V (Human Resource Management Officer III)/SG 18 (1-Regional Office)

For Administrative Officer V/Human Resource Management Officer III position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's degree
- b. 2 years of relevant experience
- c. 8 hours of relevant training
- d. Career Service (Professional) Second Level Eligibility

2. Administrative Assistant II (Accounting Clerk III)/SG 8 (1-Cotabato Province)

For Administrative Assistant II/Accounting Clerk III position, the minimum requirements of the position shall be as follows, viz:

- a. Completion of two years studies in college
- b. 1 year of relevant experience
- c. 4 hours of relevant training
- b. Career Service (Subprofessional) First Level Eligibility

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3. Administrative Aide IV/Clerk II/SG 4 (2-Regional Office and Sarangani Province)

For Administrative Aide IV/Clerk II position, the minimum requirements of the position shall be as follows, viz:

- a. Completion of two years studies in college
- b. Career Service (Subprofessional) First Level Eligibility

PROGRAM-BASED POSITIONS:

1. ENGINEER III (1-Regional Office)

For Engineer III position, the minimum requirements of the position shall be as follows, viz:

- a. Male or Female
- b. Willing to be assigned in the Region/Provinces
- c. Willing to undergo field works
- d. Must not be more than 50 y.o.
- e. Registered Civil Engineer with at least 5-year work experience in the preparation of feasibility study; preparation of drawing plans, technical specifications, and cost estimates; and construction of water supply systems (by contract and by administration)
- f. With knowledge on the Procurement Law (RA 9184 and its IRR)
- g. Preferably, with skills on hydraulic softwares, STAAD, AutoCAD Civil 3D, excel programs and other computer skills
- h. Must have good verbal communication skills in local dialects of the Region

Responsibilities:

- 1. Serve as the technical assistant of the PDMU.
- 2. Assist senior technical staff in monitoring the preparation, procurement and implementation of KALSADA/CMGP/AM/SALINTUBIG projects in all provinces

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within the assigned area to ensure that the requirements in the implementation Guidelines are complied with.

3. Assist senior technical staff in monitoring the preparation of CMGP/AM/SALINTUBIG project requirements by the provinces, particularly the detailed engineering design and program of works, and provide necessary technical assistance to provinces to facilitate completion of Detailed Engineering Designs (DEDs)/Program of Works (POWs).
4. Assist senior technical staff in reviewing CMGP/AM/SALINTUBIG project requirements, particularly the DED and POWs submitted by the provinces and prepare a technical review report with recommendations for endorsements to the Area Head.
5. Assist in managing the quality assurance consultants and in reviewing their outputs prior to DILG's acceptance.
6. Assist senior technical staff in consolidating and analyzing the reports prepared and submitted by Regional Coordinators on the progress of CMGP projects.
7. Undertake field visits and conduct random inspection of civil works from time to time to check the quality of works and submit Back-to-Office Report (BTOR) with comments and recommendations to the OPDS Director thru appropriate channels.
8. Assist senior technical staff in monitoring and facilitating the resolution of implementation issues in the provinces to ensure timely completion of projects.
9. Provide inputs in the preparation and implementation of provincial governance reform roadmaps on local road management, particularly on road planning, road information management, and on construction supervision and contract management.
10. Assist in the evaluation of project impacts in accordance with the Monitoring and Evaluation Framework.
11. Assist in the conduct of Local Road Management Performance Assessment and in the review of LRMPA Results, particularly on areas related to detailed engineering design, construction supervision and contract management.
12. Assist senior technical staff in preparing correspondence concerning project implementation issues and concerns to ensure that these are promptly addressed.
13. Assist senior technical staff in reviewing Project Completion Reports prepared by the provinces.
14. Participate as facilitator or resource person in the assessment and planning workshops, capacity development and similar activities.

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15. Provide technical assistance to provinces through coaching and mentoring on DED preparation, construction supervision and contract management.
16. Assist senior technical staff in coordinating the activities under the Locational Referencing System (LRS) Program and in the implementation of the Road and Bridge Information System (RBIS).
17. Perform other duties as may be assigned by the immediate supervisor.

2. ENGINEER III (4-Provincial Office)

For Engineer III position, the minimum requirements of the position shall be as follows, viz:

- a. Licensed Civil Engineer
- b. At least 2 years experience in a project involving road construction

Responsibilities/Tasks:

The CMGP Engineer per province shall have the following responsibilities:

1. Serve as the provincial focal person for CMGP Technical Concerns, particularly in monitoring the preparation, procurement and implantation of KALSADA/CMGP projects in the province to ensure that the requirements in the CMGP Implementation Guidelines are complied with.
2. Monitor the preparation of CMGP project requirements by the provinces, particularly the detailed engineering design and program of works, and provide necessary assistance to facilitate completion thereof.
3. Monitor the maintenance activities for the fair-to-good provincial roads which have been committed by the province for maintenance within the fiscal year.
4. In coordination with the CMGP PMO, assist in the review of the detailed engineering design and program of works submitted by the provinces.
5. Monitor the conduct of procurement activities by the provinces and ensure that the following CMGP requirements are complied with:

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- a. Procurement process are undertaken in accordance with the provision of the 2016 Revised IRR of R.A. No. 9184 and the Implementation Guidelines of CMGP
- b. Submission of the procurement schedule by the Provincial Government to DILG
- c. Submission of contract and other supporting documents to COA for contract review within five days after signing of the contract
6. Monitor the progress of construction activities of CMGP projects such as, but not limited to, the following:
 - a. Designation by Provincial Government of a full-time Project Engineer or Construction Supervision Team
 - b. Conduct of pre-construction conference
 - c. Installation of project billboards
7. In coordination with the CMGP PMO:
 - a. Review the Quality Control Plan for each project and monitor its implementation
 - b. Review bi-monthly and quarterly reports submitted by provinces
 - c. Conduct regular inspection of civil works (at least once a month) to check compliance with plans and specifications and upload all monitoring/travel reports to the designated Google Drive folder
8. Assist in the preparation and implementation of provincial governance reform roadmap on local road management.
9. Assist the Provincial Government in the preparation of Project Completion Reports.
10. Participate in the assessment and planning workshops, training and similar activities.
11. Perform other duties as may be assigned by his/her immediate supervisor.

Interested applicants may submit their letter of intent or application letter and Personal Data Sheet, Performance Rating in the present position (if applicable), photocopy of certificate of eligibility/rating/license and photocopy of Transcript of Records in the nearest field office to be processed and endorsed by the respective Provincial Personnel Selection and Promotion Board. In addition, a copy of the minutes and resolution from the PPSPB must be attached together with the documents of the endorsed applicants.

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Next-in-rank personnel who may not submit letter of intent on or before the prescribed date will be considered waiver to the vacant items.

All applications to the above mentioned positions must be submitted to this level on or before **July 20, 2018**.

For information and widest dissemination.

LAILYN A. ORTIZ, CESE
 Assistant Regional Director
 Chairperson, RPSPB

Noted by:

REYNALDO M. BUNGUBUNG, CESO IV
 Regional Director

FAD: DTS:
 PS
 FIELD OFFICES
 DIVISION CHIEFS
 CHIEF OF STAFF
 DILG WEBSITE

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