



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!!!
SEPTEMBER 5, 2018

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

PROGRAM-BASED POSITIONS:

1. Development Management Officer III/SG 18 (1-Regional Office)

For Development Management Officer III position, the minimum requirements of the position shall be as follows, viz:

- a. Male or Female
- b. Willing to undergo field works
- c. Graduated four (4) year course
- d. Must not be more than 40 y.o.
- e. at least 5-year work experience related to the Project Management
- f. With knowledge on the Procurement Law (RA 9184 and its IRR)
- g. Must have good verbal communication skills in local dialects of the Region
- h. Writing Skills
- i. Computer literate

Responsibilities:

1. Assist in the implementation of Capacity Development Activities for CMGP 2017 and other OPDS Road projects/program to include the following activities:
 - a.) Act as secretariat during the training/TA activities.
 - b.) Coordination with the Regional/Provincial Office/Local Government Units
 - c.) Identification of invites/participants and Resources Person for the CapDev Activities.
 - d.) Preparation of Memoranda, Department Order, Office Order, invitation letter/s relative to the conduct of the CapDev Activities.
 - e.) Preparation of all training materials such supplies, certificates of attendance/participation, attendance sheets, etc
 - f.) Canvassing of training venues for Bids and Award Committee (BAC) evaluation and awarding
 - g.) Preparation of pre and post evaluation report
 - h.) Training documentation (written, video and audio)

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



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2. Monitoring of Governance Reform Targets (Area - Region XII)

- a) Assist in the evaluation of the LGUs submission of the 2017 requirements for the release of fund
- b) Assist in the consolidation and analysis of the performance assessment reports of provinces on LRM, PFM, and APCPI.
- c) Assist in the conduct Progress Monitoring on the implementation of governance reform targets of 4 provinces
- d) Assist in the monitoring and check CapDev Activities of the Consulting Firm
- e) Assist Prepare quarterly monitoring report on the progress of Governance reforms
- f) Assist in the collection of data on specific social and economic indicators in SCMGP project sites to aid in the outcome evaluation

3. Assistance to the Consulting Firm

- a) Assist in the identification of CapDev activities/interventions to achieve of SCMGP reform areas based on individual road map and results of workforce review
- b) Assist in the development of a tool to monitor progress of Provinces in the Program's reform areas
- c) Assist in the conduct of priority CapDev activities to achieve 2017 reform targets through mentoring/coaching approach.

2. Information Officer III/SG 18 (1-Regional Office)

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

- a. Male or Female
- b. Willing to undergo field works
- c. Graduated four (4) year course
- d. Must not be more than 40 y.o.
- e. Must have good verbal communication skills in local dialects of the Region
- f. Writing Skills
- g. Computer literate

Responsibilities:

- a. Assists, coordinates, and prepares communication documents related to the implementation of DILG Locally-Funded Projects (LFPs);
- b. Conducts/consolidates the documentation of best practices;
- c. Prepares the communication plan/strategy of the projects in the PDMU;
- d. Executes the communication activities of the projects in the PDMU;

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- e. Prepares/publishes the communication materials to disseminate information about the program/project appropriate for the general public;
- f. Coordinates with the PACS and OPDS for the execution of communication activities;
- g. Publishes the infographics, completed photos with project profiles and stories in the social media accounts of the RO and/or PDMU;
- h. Manages the social media postings/activities under DILG-LFPs; and
- i. Performs additional tasks that may be required by the Regional Director and other superiors.

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. 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 **September 17, 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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