



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

PUBLICATION OF POSITIONS

December 18, 2017

THE DILG REGIONAL OFFICE XII IS IN NEED OF THE STAFF UNDER THE REGIONAL/PROVINCIAL ADM/AM PROGRAM COORDINATION TEAMS ON A CONTRACTUAL BASIS.

THE FOLLOWING ARE THE REQUIREMENTS OF THE PROGRAM, VIZ:

1. DEVELOPMENT MANAGEMENT OFFICER IV (1)

QUALIFICATIONS STANDARDS FOR THE POSITION:

- a) BACHELOR'S DEGREE (BS IN PUBLIC ADMINISTRATION/POLITICAL SCIENCE OR OTHER FIELD RELEVANT TO THE POSITION) PREFERABLY MASTERAL GRADUATE;
- b) AT LEAST 3 YEARS EXPERIENCE RELEVANT TO THE JOB OR AT LEAST 2 YEARS SUPERVISORY EXPERIENCE;
- c) 16 HOURS OF RELEVANT TRAINING;
- d) CAREER SERVICE (PROFESSIONAL) 2ND LEVEL ELIGIBILITY;
- e) MUST HAVE KNOWLEDGE/SKILLS IN PUBLIC ADMINISTRATION, PROGRAM/PROJECT MANAGEMENT, NATIONAL/LOCAL DEVELOPMENT PROGRAMS/PRIORITIES;
- f) LEADERSHIP AND PROBLEM-SOLVING SKILLS;
- g) COMPUTER LITERATE (MS OFFICE) AND DATABASE MANAGEMENT;
- h) EXCELLENT COMMUNICATION (WRITTEN AND VERBAL/PRESENTATION (PUBLIC SPEAKING), CRITICAL, CREATIVE AND ANALYTICAL SKILLS;
- i) ADAPTIVE AND ABILITY TO WORK EFFECTIVELY AS A TEAM MEMBER/TEAM ORIENTED/TEAM PLAYER;
- j) ABILITY TO WORK UNDER PRESSURE ESPECIALLY IN MULTIPLE TASKS AND WITH GREAT ATTENTION/REGARD TO DETAILS;
- k) EXPERIENCE IN PLANNING., MONITORING AND EVALUATION; AND
- l) RESULTS-ORIENTED AND WITH HIGH REGARD TO PROFESSIONALISM.

ROLES AND FUNCTIONS OF THE DEVELOPMENT MANAGEMENT OFFICER IV:

- a) REPORT TO THE REGIONAL DIRECTOR THRU THE LGCDD CHIEF AND ADM/AM FOCAL PERSON;
- b) COORDINATES WITH THE ADM-PMO AT THE CENTRAL OFFICE RELATIVE TO ADM/AM POLICIES AND UPDATES;
- c) PROVIDES TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT UNITS (LGUs) IN TERMS OF LOCAL DEVELOPMENT PLANNING,

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PROGRAM/PROJECT DEVELOPMENT AND MANAGEMENT IN COORDINATION WITH DILG FIELD IMPLEMENTERS;

- d) CONDUCTS MONITORING, EVALUATION AND ANALYSIS IN THE IMPLEMENTATION OF THE LOCAL DEVELOPMENT PROGRAMS AND PROJECTS OF THE LGUs WITH OTHER STAKEHOLDERS, AND PROVIDE FEEDBACK TO THE APPROPRIATE AUTHORITIES;
- e) PROPOSE SOLUTIONS/RECOMMENDATIONS BASED ON THE MONITORING AND EVALUATION (M&E) FINDINGS AND FOLLOW-UP IMPLEMENTATION;
- f) ASSISTS IN THE ASSESSMENT OF THE FUNCTIONALITY OF THE LOCAL DEVELOPMENT COUNCILS AT ALL LEVELS;
- g) ACTS AS RESOURCE PERSONS/FACILITATORS/SECRETARIAT DURING TRAINING AND OTHER CAPACITY DEVELOPMENT INTERVENTION ACTIVITIES IN RELATION TO ADM/AM PROGRAM AND LGCDD PROGRAMS;
- h) MONITOR THE PERFORMANCES OF THE PROVINCIALS TEAMS IN RELATION TO THE IMPLEMENTATION OF THE ADM/AM PROGRAM PARTICULARLY IN THE LDC STRENGTHENING ACTIVITIES; AND
- i) PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED/DIRECTED BY THE IMMEDIATE SUPERVISORS.

2. DEVELOPMENT MANAGEMENT OFFICER III (1)

QUALIFICATIONS STANDARDS FOR THE POSITION:

- a) BACHELOR'S DEGREE;
- b) AT LEAST 2 YEARS OF RELEVANT EXPERIENCE;
- c) 8 HOURS OF RELEVANT TRAINING;
- d) MUST HAVE KNOWLEDGE IN PROGRAM/PROJECT MANAGEMENT, NATIONAL/LOCAL DEVELOPMENT PROGRAMS/PRIORITIES;
- e) PROFICIENT MS OFFICE APPLICATION AND DATABASE MANAGEMENT;
- f) WITH EXPERIENCE OR TECHNICAL KNOWLEDGE ON AVP DESIGNING/PREPARATION AND DOCUMENTATION;
- g) GOOD COMMUNICATION SKILLS;
- h) CREATIVE AND ANALYTICAL SKILLS;
- i) ADAPTIVE AND ABILITY TO WORK EFFECTIVELY AS A TEAM MEMBER/TEAM ORIENTED/TEAM PLAYER;
- j) ABILITY TO WORK UNDER PRESSURE ESPECIALLY IN MULTIPLE TASKS AND WITH GREAT ATTENTION/REGARD TO DETAILS;
- k) EXPERIENCE IN PLANNING, MONITORING AND EVALUATION OF LGU PROJECTS; AND
- l) RESULTS-ORIENTED AND WITH HIGH REGARD TO PROFESSIONALISM.

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ROLES AND FUNCTIONS OF THE DEVELOPMENT MANAGEMENT OFFICER III:

- a) REPORTS DIRECTLY TO THE LGCDD CHIEF AND/OR ADM/AM FOCAL PERSON;
- b) COORDINATES WITH THE ADM-PMO AT THE CENTRAL OFFICE RELATIVE TO ADM/AM POLICIES AND UPDATES;
- c) ASSISTS IN THE PROVISION OF TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT UNITS (LGUs) IN TERMS OF LOCAL DEVELOPMENT PLANNING, PROGRAM/PROJECT DEVELOPMENT AND MANAGEMENT IN COORDINATION WITH DILG FIELD IMPLEMENTERS;
- d) CONDUCTS MONITORING, EVALUATION AND ANALYSIS IN THE IMPLEMENTATION OF THE LOCAL DEVELOPMENT PROGRAMS AND PROJECTS OF THE LGUs WITH OTHER STAKEHOLDERS, AND PROVIDE FEEDBACK TO THE APPROPRIATE AUTHORITIES;
- e) PROPOSE SOLUTIONS/RECOMMENDATIONS BASED ON THE MONITORING AND EVALUATION (M&E) FINDINGS AND FOLLOW-UP IMPLEMENTATION;
- f) ASSISTS IN THE ASSESSMENT OF THE FUNCTIONALITY OF THE LOCAL DEVELOPMENT COUNCILS AT ALL LEVELS;
- g) ACTS AS RESOURCE PERSONS/FACILITATORS/SECRETARIAT DURING TRAINING AND OTHER CAPACITY DEVELOPMENT INTERVENTION ACTIVITIES IN RELATION TO ADM/AM PROGRAM AND LGCDD PROGRAMS;
- h) MONITOR THE PERFORMANCES OF THE PROVINCIAL TEAMS IN RELATION TO THE IMPLEMENTATION OF THE ADM/AM PROGRAM PARTICULARLY IN THE LDC STRENGTHENING ACTIVITIES;
- i) PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED/DIRECTED BY THE IMMEDIATE SUPERVISORS.

3. COMMUNITY DEVELOPMENT OFFICER III (4)

QUALIFICATIONS STANDARDS FOR THE POSITIONS:

- a) DEGREE IN COMMUNITY DEVELOPMENT, BUSINESS, COMMERCE, ECONOMICS, OR RELATED DISCIPLINE (GRADUATE OF MASTER'S DEGREE WILL BE AN ADVANTAGE);
- b) 2 YEARS OF RELEVANT EXPERIENCE;
- c) 16 HOURS OF RELEVANT TRAINING IN PROJECT MANAGEMENT, COMMUNITY ORGANIZING, AND COMMUNITY DEVELOPMENT APPROACHES, STRATEGIES/METHODOLIGIES, AND GENDER AND DEVELOPMENT;
- d) MUST HAVE KNOWLEDGE IN COMMUNITY DEVELOPMENT AND ORGANIZING, NATIONAL/LOCAL DEVELOPMENT PROGRAMS/PRIORITIES;
- e) PROFICIENT MS OFFICE APPLICATION AND DATABASE MANAGEMENT;

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- f) WITH EXPERIENCE OR TECHNICAL AT KNOWLEDGE ON AVP DESIGNING/PREPARATION AND DOCUMENTATION;
- g) GOOD COMMUNICATION SKILLS (WRITTEN AND VERBAL);
- h) PROFICIENCY IN THE MAJOR LOCAL DIALECT OF THE REGION TO WHICH SHE/HE WILL BE ASSIGNED;
- i) CREATIVE AND ANALYTICAL SKILLS;
- j) ADAPTIVE AND ABILITY TO WORK EFFECTIVELY AS A TEAM MEMBER/TEAM ORIENTED/TEAM PLAYER;
- k) ABILITY TO WORK UNDER PRESSURE ESPECIALLY IN MULTIPLE TASKS AND WITH GREAT ATTENTION/REGARD TO DETAILS;
- l) EXPERIENCE IN PLANNING, MONITORING AND EVALUATION OF LGU PROJECTS; AND
- m) RESULTS-ORIENTED AND WITH HIGH REGARD TO PROFESSIONALISM.

ROLES AND FUNCTIONS OF THE COMMUNITY DEVELOPMENT OFFICER III:

- a) REPORTS DIRECTLY TO THE DILG PROVINCIAL DIRECTOR AND/OR ADM/AM FOCAL PERSON;
- b) COORDINATES WITH THE DILG REGIONAL ADM/AM PROGRAM COORDINATION TEAM RELATIVE TO ADM/AM POLICIES AND UPDATES;
- c) OVERSEE THE IMPLEMENTATION OF THE PROGRAM'S MONITORING TRACKS IN THE PROVINCE;
- d) ASSISTS IN THE PROVISION OF TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT UNITS (LGUs) IN TERMS OF LOCAL DEVELOPMENT PLANNING, PROGRAM/PROJECT DEVELOPMENT IN COORDINATION WITH THE C/MLGOOs, OUTCOME MANAGER ASSIGNED IN HIS/HER AOR;
- e) CONDUCTS MONITORING, EVALUATION AND ANALYSIS IN THE IMPLEMENTATION OF THE LOCAL DEVELOPMENT PROGRAMS AND PROJECTS OF THE LGUs WITH OTHER STAKEHOLDERS;
- f) PREPARE PROGRESS REPORTS, AND OTHER REPORTS AS REQUIRED BY THE ORGANIZATION;
- g) PROPOSE SOLUTIONS/RECOMMENDATIONS BASED ON THE MONITORING AND EVALUATION (M&E) FINDINGS AND FOLLOW-UP IMPLEMENTATION;
- h) PROMOTES PROJECT THROUGH STORIES, ARTICLES AND IEC MATERIALS;
- i) ASSISTS IN THE ASSESSMENT OF THE FUNCTIONALITY OF THE LOCAL DEVELOPMENT COUNCILS AT ALL LEVELS;
- j) ACTS AS RESOURCE PERSONS/FACILITATORS/SECRETARIAT DURING TRAINING AND OTHER CAPACITY DEVELOPMENT INTERVENTION ACTIVITIES IN RELATION TO ADM/AM PROGRAM CONDUCTED BY THE PROVINCE AND REGION; AND
- k) PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED/DIRECTED BY THE IMMEDIATE SUPERVISORS.

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3. **COMMUNITY DEVELOPMENT OFFICER II (4)**

QUALIFICATIONS STANDARDS FOR THE POSITIONS:

- a) **DEGREE IN COMMUNITY DEVELOPMENT, BUSINESS, COMMERCE, ECONOMICS, OR RELATED DISCIPLINE;**
- b) **PREVIOUS EXPERIENCE WITH BUB/ADM/AM PROGRAM/PROJECT IMPLEMENTATION IS PREFERRED;**
- c) **8 HOURS OF RELEVANT TRAINING IN PROJECT MANAGEMENT, COMMUNITY ORGANIZING, AND COMMUNITY DEVELOPMENT APPROACHES, STRATEGIES/METHODOLOGIES, AND GENDER AND DEVELOPMENT;**
- d) **MUST HAVE KNOWLEDGE IN COMMUNITY DEVELOPMENT AND ORGANIZING;**
- e) **PROFICIENT MS OFFICE APPLICATION AND DATABASE MANAGEMENT;**
- f) **WITH EXPERIENCE OR TECHNICAL AT KNOWLEDGE ON AVP DESIGNING/PREPARATION AND DOCUMENTATION;**
- g) **GOOD COMMUNICATION SKILLS (WRITTEN AND VERBAL);**
- h) **PROFICIENCY IN THE MAJOR LOCAL DIALECT OF THE REGION TO WHICH SHE/HE WILL BE ASSIGNED;**
- i) **CREATIVE AND ANALYTICAL SKILLS;**
- j) **ADAPTIVE AND ABILITY TO WORK EFFECTIVELY AS A TEAM MEMBER/TEAM ORIENTED/TEAM PLAYER;**
- k) **ABILITY TO WORK UNDER PRESSURE ESPECIALLY IN MULTIPLE TASKS AND WITH GREAT ATTENTION/REGARD TO DETAILS;**
- l) **EXPERIENCE IN PLANNING, MONITORING AND EVALUATION OF LGU PROJECTS; AND**
- m) **RESULTS-ORIENTED AND WITH HIGH REGARD TO PROFESSIONALISM.**

ROLES AND FUNCTIONS OF THE COMMUNITY DEVELOPMENT OFFICER II:

- a) **REPORTS DIRECTLY TO THE DILG PROVINCIAL DIRECTOR AND/OR ADM/AM FOCAL PERSON;**
- b) **COORDINATES WITH THE DILG REGIONAL ADM/AM PROGRAM COORDINATION TEAM RELATIVE TO ADM/AM POLICIES AND UPDATES;**
- c) **OVERSEE THE IMPLEMENTATION OF THE PROGRAM'S MONITORING TRACKS IN THE PROVINCE;**
- d) **ASSISTS IN THE PROVISION OF TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT UNITS (LGUs) IN TERMS OF LOCAL DEVELOPMENT PLANNING, PROGRAM/PROJECT DEVELOPMENT IN COORDINATION WITH THE C/MLGOOs, OUTCOME MANAGER ASSIGNED IN HIS/HER AOR;**
- e) **CONDUCTS MONITORING, EVALUATION AND ANALYSIS IN THE IMPLEMENTATION OF THE LOCAL DEVELOPMENT PROGRAMS AND PROJECTS OF THE LGUs WITH OTHER STAKEHOLDERS;**
- f) **PREPARE PROGRESS REPORTS, AND OTHER REPORTS AS REQUIRED BY THE ORGANIZATION;**

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- g) ASSIST IN THE PREPARATION AND/OR PROMOTION OF THE PROGRAM THRU PROJECT STORIES, ARTICLES AND IEC MATERIALS;
- h) ASSISTS IN THE ASSESSMENT OF THE FUNCTIONALITY OF THE LOCAL DEVELOPMENT COUNCILS AT ALL LEVELS;
- i) ASSIST THE DILG PROVINCE/REGIONAL TEAM DURING THE TRAINING AND OTHER CAPACITY DEVELOPMENT INTERVENTION ACTIVITIES IN RELATION TO ADM/AM PROGRAM; AND
- j) PERFORM OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED/DIRECTED BY THE IMMEDIATE SUPERVISORS.

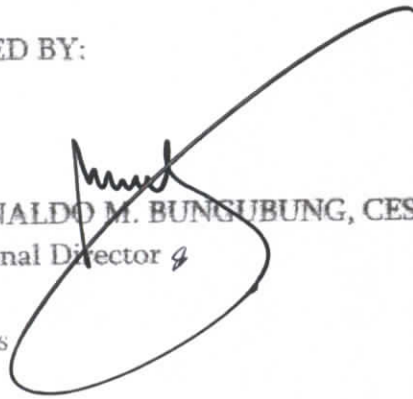
INTERESTED APPLICANTS ARE ADVISED TO SIGNIFY THEIR INTENTIONS TO THIS LEVEL (FINANCE AND ADMINISTRATIVE DIVISION, DILG XII, PRIME REGIONAL CENTER, CARPENTER HILL, KORONADAL CITY) TOGETHER WITH THE PERSONAL DATA SHEET, CERTIFICATES OF TRAININGS/SPECIAL COURSES/PREVIOUS EMPLOYMENY/SEMINARS, CERTIFICATE OF COMMENDATIONS, AWARDS AND THE LIKE, IF ANY AND PHOTOCOPY OF TRANSCRIPT OF RECORDS AND DIPLOMA ON OR BEFORE DECEMBER 28, 2017.

ORAL INTERVIEW AND WRITTEN EXAMS WILL BE ANNOUNCED LATER.

FOR INFORMATION AND WIDEST DISSEMINATION.


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

NOTED BY:


REYNALDO M. BUNSUBUNG, CESO IV
Regional Director

FAD:DTS
PS