

Vancancy for Pantawid Pamilyang Pilipino Program:

Position: Regional Grievance Officer / SG 15 (MOA)

Employment Status: Contract of Service under Pantawid Pamliya

Education Requirements: Bachelor's Degree Relevant to the job

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: June 16, 2014

Job Description:

- Advocate grievance modes/channel
- Ensure availability of grievance forms
- Review and analyze grievance reports and verify
- Monitor resolution of cases
- Database encoding and provision of resolution
- Provide feedback to concerned personnel
- Provide Technical Assistance to MLs and CLs
- Distribute interview forms to Provincial Grievance Officer, collect forms, review and sort the same check for duplicate entry mode, encode and distribute to appropriate office and feedback to PGO
- Receive referrals through snail mails, emails, network sites, reports and media; check for duplicate entry mode, encode, report to PGO and provide immediate redress
- Receive and monitor report through SMS
- Receive report through calls, check for duplicate entry-mode, encode and report to PGO, provide immediate redress and update data entry
- Provide weekly status report specifying summary of resolved, ongoing and cases with no action and indicating also the response time of MLs & R/P/CGOs
- Provide monthly status report specifying response time of MLs & R/P/CGOs, % resolution of cases response time of MLs, response time of R/P/CGOs
- Status to-date submission to RGC Transactions by category/province and Response time of MLs / CGOs

Position: Municipal/City Link / SG 15 (MOA)

Employment Status: Contract of Service under Pantawid Pamliya

Education Requirements: Bachelor's Degree in Social Work or allied Social Science Graduate

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: June 16, 2014

Job Description:

- Prepare activity proposals and other budgetary requirements at the municipal level in coordination with other MLs in the municipality
- Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGU
- Facilitate conduct of community assembly in collaboration with the Local Government Unit and other partner agencies

- Monitor and prepare report on compliance on supply side requirements of the program in coordination with partner agencies and the LGU
- Facilitate the conduct of Family Development Sessions with the LGU Links and Parent Leaders as organizers and with key stakeholders as resource persons
 - o Organize household beneficiaries into 20-30 per group
 - o Identify and select parent leaders
 - o Schedule and prepare the conduct of Family Development Sessions
 - o Serve as resource person or coordinate with health personnel and other stakeholders to serve as resource persons
 - o Document conduct of FDS in the community
- Facilitate reproduction, distribution, completion (for FDS), retrieval and submission of completed compliance verification forms in coordination with the LGU Links
- Facilitate, review and monitor submission of Updates Form through the LGU Links and parent leaders
- Facilitate, review and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community
- Facilitate and monitor cash grants release
- Profiling of beneficiaries/parent leaders and LGU Links trained
- Facilitate/Promote conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders
- Maintain and monitor Municipal Caseload as follows:
 - o Total registration and enrolment – IDs, Oath of Commitment & LBP forms
 - o No. of HHs with Cash Cards
 - o No. of HHs on OTC
 - o No. of HHs on G-Remit
 - o Updated list of Schools –day care center, pre-school, elementary and high school
 - o Updated list of health centers and health stations
 - o No. of Parent Leaders
 - o No. of HHs provided with other support programs and services
- Serve as secretariat to the Municipal Advisory Committee Meetings
- Prepare Quarterly Accomplishment Report
- Prepare Performance Contract and Evaluation
- Perform other related tasks

For Interested applicants, please submit your application letter and resume through our Records Unit or email to hrdudswd6@gmail.com or fo6@dswd.gov.ph, addressed to the Regional Director.

For inquiries, please contact:

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