

Republic of the Philippines
Department of Social Welfare and Development
Field Office VI

Vacancy for Pantawid Pamilyang Pilipino Program:

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

Employment Status: Contract of Service u/ Contractual under Pantawid Pamilya

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: February 16, 2015

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 2
 - 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

Position: Administrative Assistant II/ SG 8 (CONTRACTUAL)

Employment Status: Contractual under Pantawid Pamilya

Education Requirements: Completion of two years studies

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: February 16, 2015

Job Description:

- Perform administrative support and clerical functions
- Manage incoming and outgoing communications
- Draft and encode communications, contracts, vouchers, RIVs, proposals and TEVs
- Assist in coordinating the general services functions
- Accomplish performance commitment and appraisal
- Perform other related tasks

Position: Social Welfare Assistant/ SG 8 (MOA/CONTRACTUAL)

Employment Status: Contract of service/ Contractual under Pantawid Pamilya

Education Requirements: Completion of two years studies

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: February 16, 2015

Job Description:

- Facilitate distribution and retrieval of compliance verification forms
- Prepare summary of CVS forms distributed and retrieved and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to C/ML for appropriate action
- Facilitate coordination with schools and health centers relative to CVS monitoring and retrieval
- Collate submitted updates forms in terms of complete attachment of documents/requirements
- Collate submitted GRS forms
- Assist the Municipal Link in her/his workload and management of cases e.g. referrals and coordination in the barangays
- Accomplish performance commitment and appraisal
- Performs other related tasks

Position: Municipal Roving Bookkeeper/ SG 9 (MOA/CONTRACTUAL)

Employment Status: Contract of service / Contractual under Pantawid Pamilya

Education Requirements: Bachelor's Degree in Accountancy/ Management Accounting

Experience Requirements: 1 year relevant experience

Training Requirements: 4 hours of relevant training

Computer literate

Deadline for Submission: February 16, 2015

Position: Financial Analyst II/ SG 15 (CONTRACTUAL)

Employment Status: Contractual under Pantawid Pamilya

Education Requirements: Bachelor's Degree in Accountancy/ Mgt Acctg/ Commerce Graduate

Experience Requirements: 2 years experience

Training Requirements: 8 hours of training

Computer literate

Deadline for Submission: February 16, 2015

Position: PDO II IPD/Partnerships Officer/ SG 15 (CONTRACTUAL)

Employment Status: Contractual under Pantawid Pamilya

Education Requirements: Bachelor's Degree

Experience: 1 year relevant experience

Training Requirements: 8 hours of training

Computer literate;

Proficient in oral and written Filipino and English communication

Deadline for Submission: February 16, 2015

DUTIES AND RESPONSIBILITIES

- Assist the PDO IV in monitoring, documentation, coordination and management of new partnership development activities of the national and field offices, NGAs and CSOs.
- Prepare communication/acknowledgement of reports from the different CSO partners
- Report through official communication the status and specially partnership-critical updates, developments and activities
- In-charge of monitoring compliance and release of payments (grants and fund transfers to CSOs)
- Perform other related tasks as may be assigned.

Position: Information Technology Officer II/ SG 22 (CONTRACTUAL)

Employment Status: Contractual under Pantawid Pamilya

Education Requirements: Bachelor's Degree relevant to the job

Experience: 3 years of relevant experience

Training Requirements: 16 hours of relevant training

Deadline for Submission: February 16, 2015

Position: Monitoring & Evaluation Officer (PDO I)/ SG 11 (CONTRACTUAL)

Employment Status: Contractual under Pantawid Pamilya

Education Requirements: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training Requirements: 8 hours of relevant training

Deadline for Submission: February 16, 2015

- Consolidates and prepares Quarterly, Semestral, and Annual Provincial accomplishment Report;
- Provides inputs in the preparation of the Regional Work and Financial Plan;
- Provides technical support in the implementation/ conduct of Spot Checks, Impact Evaluation and other research activities;
- Conduct field monitoring as required by the Regional director;
- Submits periodic and special reports as needed;
- Recommends policies and/or strategies pertaining to planning, monitoring and evaluation, and research as needed;
- Participate in the conduct of Regional PREW;
- Perform other related tasks relative to 4Ps implementation.

Position: Provincial Grievance Officer (PDO II)/ SG 15 (CONTRACTUAL)

Employment Status: Contractual under Pantawid Pamilya

Education Requirements: Bachelor's Degree relevant to the job

Experience: 2 years of relevant experience

Training Requirements: 16 hours of relevant training

Deadline for Submission: February 16, 2015

Position: Cluster Grievance Officer (PDO II)/ SG 15 (CONTRACTUAL)

Employment Status: Contractual under Pantawid Pamilya

Education Requirements: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training Requirements: 16 hours of relevant training

Deadline for Submission: February 16, 2015

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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Administrative Officer V

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