



**Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)**

**NOTICE OF VACANT POSITIONS
July 7, 2017**

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT – REGION XIII (CARAGA)**, **Butuan City** announces the following vacant position:

POSITION	NO. OF PERSON'S NEEDED	SALARY GRADE / MONTHLY SALARY	QUALIFICATION STANDARDS	
			EDUCATION	WORK EXPERIENCE
REGIONAL COORDINATOR, DEVELOPMENT MANAGEMENT OFFICER V <i>Contract of Service (COS)</i>	1	Php56,310.00	University degree (preferably post-graduate degree) with knowledge in governance, capacity development and road management or related fields	<ul style="list-style-type: none"> • Minimum of 5 years professional experience in local governance, which includes at least 2 years of experience in on capacity development. • Experience working with donor funded projects is an asset. • Solid experience in coordination and systems in high-pressure environments. • Experience in working with teams. • Familiar with government procurement policies and procedures highly desirable. • English language fluency and strong writing skills required.

Functions and Responsibilities

The Regional Coordinator shall have the following specific responsibilities:

1. Serve as the area coordinator for monitoring the preparation and implementation of the KALSADA/CMGP Governance Reform Roadmap of each 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 and provide necessary assistance to facilitate the Completion/submission thereof, particularly the following:
 - a. Local Road Management Performance Assessment (LRMPA) Report including Improvement Plan
 - b. Public Financial Management Assessment Report (PFMAR) including Improvement Plan, and
 - c. Agency Procurement Compliance and Performance Indicators (APCPI) Results including Procurement Action Plan
3. In coordination with the Consultant for Governance Reform Component and/or the DILG Central Office - KALSADA/CMGP PMO:
 - a. Provide TA to provinces in the preparation Governance Reform Roadmap
 - b. Assist the Provincial Governments in the finalization of the Governance Reform Roadmap and monitor approval thereof by the Provincial Governor
 - c. Monitor the implementation of the Governance Reform Roadmap and regularly report the status of achievement of annual Governance reform targets to DILG Regional Office and Central Office - KALSADA/CMGP PMO.
 - d. Assist in the implementation of capacity development activities on local road management and public financial management towards the achievement of the annual governance reform targets
 - e. Prepare monthly progress report on the implementation of governance reform activities within the assigned area and submit to the CMGP - PMO Program Manager
4. Provide the Regional Director monthly updates on the status of Infra Projects and provincial achievement of the Governance Reform Targets.

Work Outputs/Deliverables:

- Monthly Report on the Progress of Governance Reform Activities in the provinces within the assigned area.
- Monthly technical assistance/coaching implementation plan.
- Report of CMGP-LGSF Projects implemented by the provinces.
- Consolidated and approved annual Capacity Development work and financial plan.
- Consolidated quarterly accomplishment and monitoring reports on the management and implementation of CMGP at the Provincial Level based on agreed targets and milestones.
- Consolidated semi-annual/annual accomplishment and assessment reports in the preparation and implementation of Provincial Governance Reform Targets and Milestones.
- Monitoring of quality of capacity development interventions at the Provincial level including achievement of reform targets.

Targets and Milestones

The Regional Coordinator in collaboration with OPDS-CMGP PMO and partners at provincial level shall facilitate and support the Provincial Governments in the achievement of the following governance reform targets within FY 2017:

- Upload and update provincial roads inventory to the Roads and Bridges Information System (RBIS)
- Geo-tag all CMGP projects conducted using Route shoot application and uploaded to Open Roads Portal (www.openroads.gov.ph)
- Provinces implementation of CMGP projects implemented in accordance with the implementation schedule.
- Update LRNDP covering 2017-2022 approved by the Provincial Development Council and adopted by the Sangguniang Panlalawigan through a Resolution.
- Monitor the implementation of Evaluation of Constructor's performance conducted for at least three (3) CMGP or other locally-funded projects, and results submitted to Construction Industry Authority of the Philippines (CIAP).
- Monitor reform targets set by the Provincial Governments

- a. At least 50% of the total length of Fair-to-Good roads of the Provincial Governments are provided with budget and maintenance works implemented.
- b. At least 50% of the total number of road projects funded under 20% Development Fund for 2017 have detailed engineering designs prepared in accordance with standards
- c. At least 50% of the total road network are booked as road assets in accordance with COA Circular No. C2015-008
- d. Submit Report on the Baseline Assessment of Internal Control Systems (BAICS), at least for the Provincial Engineering Office
- e. PFM Improvement Plan for FY 2017 adopted and implemented
- f. LRM Improvement Plan for FY 2017 adopted and implemented
- g. APCPI Action Plan for FY 2017 adopted and implemented

Competencies

✚ Core Competencies:

- Demonstrates commitment to DILG mission, vision and values.
- Exerts strict adherence to agency rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

✚ Functional Competencies:

➤ Knowledge Management and Learning

- Shares knowledge and experience.
- Actively works towards continuing personal learning and applies newly acquired skills.

✚ Coordination and Operational Effectiveness

- Ability to perform specialized tasks related to planning, coordination and implementation of program, managing data, and reporting.
- Ability to establish and maintain contacts in the provincial government.
- Familiarity with the results-based management tools an advantage.
- Excellent interpersonal skills are essential part of the job.
- Ability to communicate effectively, both orally and in writing.

Leadership and Management:

- Focuses on result for the partner provinces and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure,
- Demonstrates openness to change and ability to manage complexities.

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **July 14, 2017**.

1. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
2. Photocopy of Transcript of Records (TOR)
3. NBI Clearance & Police Clearance
4. Medical Certificate
5. Drug Test

Send to:

LILIBETH A. FAMACION, CESO III

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DILG Region XIII (Caraga)
Km. 4, Libertad, Butuan City

Prepared:


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DONALD A. SERONAY
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Approved:


LILIBETH A. FAMACION, CESO III
Regional Director

