



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

**NOTICE OF VACANT POSITIONS  
ASSISTANCE TO DISADVANTAGED MUNICIPALITIES (ADM)  
October 11, 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		Functions and Responsibilities
			EDUCATION	WORK EXPERIENCE	
<b>DEVELOPMENT MANAGEMENT OFFICER</b>  <i>Contract of Service (COS)</i>	1	SG 22 Php52,783.00	Bachelor's Degree relevant to the job  16 hours relevant training	<ul style="list-style-type: none"> <li>• 3 years professional experience in local governance, which includes at least 3 years of experience in on capacity development.</li> <li>• Experience working with donor funded projects is an asset.</li> <li>• Solid experience in coordination and systems in high-pressure environments.</li> <li>• Experience in working with teams.</li> <li>• Familiar with government procurement policies and procedures highly desirable.</li> <li>• English language fluency and strong writing skills required.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Technical support and assistance to the Regional Director and other units within the Regional Office, in setting the operational direction of the program;</li> <li>• Make sure that programs and activities at the Region, province and Municipality are implemented in accordance with the overall direction of the program;</li> <li>• In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel; and</li> <li>• Provide such other work related to ADM as maybe required and assigned by the Program Managers.</li> </ul>

POSITION	NO. OF PERSON'S NEEDED	SALARY GRADE / MONTHLY SALARY	QUALIFICATION STANDARDS		Functions and Responsibilities
			EDUCATION	WORK EXPERIENCE	
<b>COMMUNITY DEVELOPMENT OFFICER</b>  <i>Contract of Service (COS)</i>	6	SG 18 Php35,693.00	Bachelor's Degree relevant to the job  8 hours relevant training	<ul style="list-style-type: none"> <li>• 2 years professional experience in local governance, which includes at least 2 years of experience in on capacity development.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide direct support and assistance to the Provincial Director and other units within the Provincial Office in the Implementation of Assistance to Disadvantaged Municipalities (ADM) program;</li> <li>• Provide support to all covered municipalities in achieving the effective and efficient implementation of the programs; and</li> <li>• Ensure that programs and activities in covered municipalities are implemented in accordance with the overall direction of the programs; and</li> </ul>
<b>COMMUNITY DEVELOPMENT OFFICER</b>  <i>Contract of Service (COS)</i>	5	SG 15 Php27,565.00	Bachelor's Degree relevant to the job  4 hours relevant training	<ul style="list-style-type: none"> <li>• 1 year professional experience in local governance</li> </ul>	<ul style="list-style-type: none"> <li>• In the performance of the foregoing duties and responsibilities, maybe authorized to go on official travel; and</li> <li>• Provide such other work related to Assistance Disadvantaged Municipalities (ADM) as maybe required and assigned by the Program Managers.</li> </ul>

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 **October 18, 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

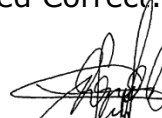
Send to:

**LILIBETH A. FAMACION, CESO III**  
Regional Director  
DILG Region XIII (Caraga)  
Km. 4, Libertad, Butuan City

Prepared:

  
**MARIE JOY S. LUENGAS**  
AO V / HRMO III

Certified Correct:

  
**DONALD A. SERONAY**  
OIC- Asst. Regional Director /  
Chairman, RPSB

Approved:

  
**LILIBETH A. FAMACION, CESO III**  
Regional Director

