



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

20200128-499  
**DILG - REGION XIII  
RELEASED**  
DATE: JAN 28 2020  
TIME: 4:57 PM  
BY: [Signature]

**NOTICE OF VACANCY**

*(As of January 28, 2020)*

<b>Title</b>	<b>Regional Technical Assistant</b>
<b>No. of Available Positions</b>	<b>2</b>
<b>Salary Grade</b>	<b>SG-14 (Php 27,755)</b>
<b>Description of Assignment</b>	<b>The Regional Technical Assistant shall be responsible to oversee all capacity building and development plan for the regional office implementers. This entails close coordination with the LGMED regional office for the conduct of capacity building activities with full compliance of PADS-PMO requirements.</b>
<b>Duration</b>	<b>January to December 2020 (renewable every 6 months)</b>
<b>Location of Work</b>	<b>DILG Regional Office XIII, Butuan City</b>
<b>Line of Reporting</b>	<b>ADAC Regional Technical Person (RFP)</b>

**Background**

Under the direct supervision of the **ADAC Regional Focal Person (RFP)**, the successful candidate shall be responsible for providing support to **Philippine Anti-Illegal Drugs Strategy (PADS)**, Executive Number 66, s 2018 implemented program under **DILG PADS Project Management Office**. This position is responsible for the operations and capacity building requirements of the program.

**Required Competency (Core/Leadership/Functional)**

- Act as facilitators / speakers during capacity building trainings i.e. Roll-Out on **Community-Based Drug Rehabilitation Program (CBDRP)**, for capacity development and training to LGUs.
- Participates in collaboration meetings with Regional Office LGMED/ Planning and Operations Unit on directions and activities of PADS-PMO.
- Manage and monitor the finance accomplishments on a monthly and quarterly basis, ensuring that Regional Office PADS-PMO adheres to finance regulations and procedures of cash-based budgeting process.
- Prepares presentations in meetings and workshops with other government agencies and/or other organizations, when applicable.
- Administer all finance procurement and disbursement of Regional Office and ensure timely obligation payments for services following finance policies and procedures.
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and, perform other relevant duties as and when assigned, by or via the Regional Director and Regional Focal Person.

**Behavioral**

- Ability to perform under time pressure, flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced multi-cultural environment of the government.

- Detail-oriented, organizational skills, demonstrated tendency to problem-solve and take initiative.

### **Required Qualifications and Experience**

- Bachelor's degree in community development studies, social sciences or related field.
- Strong ability to work independently, including the ability to multitask, prioritize competing tasks, and manage time effectively.
- Strong organization skills with a problem-solving attitude.
- Excellent interpersonal skills, diplomacy, and persuasion skills
- Good computer skills, including the use of email and Microsoft Word and Excel.
- Excellent written and oral communication skills including delivering of presentations on project ideas.
- Manage and monitor the finance accomplishments on a monthly and quarterly basis, ensuring that PADS-PMO adheres to finance regulations and procedures of cash-based budgeting process.

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 **February 7, 2020**.

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

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:

  
**RAY GREGORY F. JARANILLA**  
LGMED, CHIEF

Approved:

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