



DILG – REGION XIII
RELEASED

DATE: FEB 19 2021

TIME: 9:15 am

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

NOTICE OF VACANCY

(February 19, 2021)

Title	ENGINEER III
No. of Available Positions	9
Salary Grade	19 / Php46,791.00
Duration	March to December 2021
Location of Work	DILG Regional Office XIII & Field Operating Units
Line of Reporting	DILG Regional Focal Person

Background:

In line with the EO 70, s. 2018 approved and funded projects of the Department and to enhance the Barangay Development Plans which identifies the priority projects/programs to address the existing issues and development gaps in the barangay level.

Educational and Experience:

- Bachelor's Degree in Engineering relevant to the job;
- Two (2) years of experience related to the job;
- 8 hours of relevant formal training

Eligibility:

- RA 1080

I. SPECIFIC FUNCTIONS/DUTIES

- Assist the Project Management Office Head and senior staffs in monitoring the preparation and implementation of SBDP projects in all Provinces and Barangays to ensure that the requirements in the LEO70 Implementations Guidelines are complied with;
- Monitor the preparation and submission of SBDP project requirements, particularly the detailed engineering design and program of works, and provide technical assistance to provinces to facilitate completion of detailed Engineering Designs (DEDs)/ Program of Works (POWs);
- Review SBDP project requirements, particularly the DED and POWs submitted by the provinces and prepare report and recommend endorsement for fund release;
- Assist in consolidating and assessment of the reports prepared and submitted by field engineers for SBDP projects.
- Undertake field visits and conduct random inspection of civil works from time to time to check the quality of works and submit with course of action and recommendations thru appropriate channels;
- Assist in the evaluation of project impacts in accordance with the Monitoring and Evaluation Framework;
- Perform related tasks as assigned by the Project Management Office Head and the higher management.

II. EXPECTED OUTPUTS/DELIVERABLES AND SCHEDULE OF SUBMISSION OF OUTPUTS

- 100% of Monitoring Reports on the preparation and implementation of SBDP projects in assigned region/s, province/s and barangays are submitted with 100% compliance to the requirements in the LEO70 Implementations Guidelines;
- 100% of technical assistance provided in the preparation and submission of SBDP project requirements and ensured on-time submission of said reports;
- 100% status reports on the implementation of projects, including issues and concerns, and recommendations are submitted on the scheduled deadline; and
- 100% field visits and inspection of civil works conducted from time to time to check the quality of works and 100% submission of course of action and recommendations thru appropriate channels; and
- 100% support services provided (as needed/instructed by the higher management/supervisor).

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 24, 2021**.

1. Letter of Intent
2. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
3. Transcript of Records (TOR) (certified true copy)
4. Diploma

Send to:
LILIBETH A. FAMACION, CESO III
Regional Director
DILG Region XIII (Caraga)
Purok 1A, Upper Doongan, Butuan City

Prepared:


MARIE JOY S. LUENGAS
AO V / HRMO III

Certified Correct:


JOCELYN D. JAYOMA
Chief Admin. Officer


ANNABEL F. YANGSON
LGCCD, Chief

Approved:


LILIBETH A. FAMACION, CESO III
Regional Director