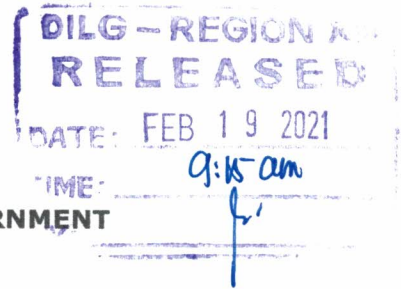




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)



NOTICE OF VACANCY

(February 19, 2021)

Title	PROJECT EVALUATION OFFICER II
No. of Available Positions	14
Salary Grade	15 / Php 32,053.00
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 relevant to the job;
- One (1) year of experience related to the job;
- 4 hours of relevant formal training

Skills:

- Computer Proficient
- Strong analytical and communication skills (oral and written)
- With a commendable inter and intra communication skills
- Able to work with a team and attentive to details

I. SPECIFIC FUNCTIONS/DUTIES

- Provide up-to-date report on the monitoring of the physical aspects of the program implementation and results of localization interventions vis-a-vis to the Department's commitments to National Plan-ELCAC and the harmonization initiatives of the Department;
- Monitor and evaluate the implementation of activities and projects in assigned region/province/s/citie/s/barangay/s and the remaining deliverables of the Department; coordinate and assist inter-agency and partners on monitoring and evaluation of program.
- Ensure proper documentation of the program implementation including pre and post implementation phase;
- Ensure reports are up-to-date for the consumption of the Department, other national government agencies, and other partner bureaus;
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

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

- 100% of up-to-date report on the monitoring of the physical aspects of the program implementation and results of localization interventions vis-a-vis to the Department's commitments to National Plan-ELCAC and the harmonization initiatives of the Department prepared and submitted;
- 100% of implementation of activities and projects in assigned region/province/s/citie/s/barangay/s and the remaining deliverables of the Department are monitored and evaluated;
- 100% documentation of project implementation conducted;
- 100% of reports submitted on-time for consumption of the Department and other agencies; 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 C. JAYOMA
Chief, Admin. Officer


ANNABEL F. PANGSON
LGCCD, Chief

Approved:


LILIBETH A. FAMACION, CESO III
Regional Director