



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

**DILG – REGION XIII  
RELEASED**

DATE: FEB 19 2021

9:15 am

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**NOTICE OF VACANCY**

*(February 19, 2021)*

<b>Title</b>	<b>PROJECT EVALUATION OFFICER III</b>
<b>No. of Available Positions</b>	<b>6</b>
<b>Salary Grade</b>	<b>16 / Php35,106.00</b>
<b>Duration</b>	<b>March to December 2021</b>
<b>Location of Work</b>	<b>DILG Regional Office XIII &amp; Field Operating Units</b>
<b>Line of Reporting</b>	<b>DILG Regional Focal Person</b>

**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;
- Two (2) years of experience related to the job;
- 8 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**

- Assist the Engineers in the review and checking of the non-technical and technical documents
- Ensure completeness of documentary requirements prior seeking endorsement of projects by the RTF-ELCAC Technical Working Group.
- Participate actively and provide real time updates of the projects based on the timelines in the delivery unit 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;
- Ensure updates in the online SBDP Dashboard, Subaybayan and all other online SBDP Monitoring tools for Department's consumption, other national government agencies, and other partner bureaus;
- 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;
- 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. YANGSON**  
LGCCD, Chief

Approved:

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