



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

DILG - REGION XIII  
**RELEASED**  
 DATE: OCT 08 2021  
 TIME: 11:00 AM  
 BY: [Signature]

**NOTICE OF VACANCY**  
 (October 5, 2021)

Title	ENGINEER II
No. of Available Positions	59
Salary Grade	16 (Php35,106.00)
Duration	November 2021 to December 2022
Location of Work	DILG Region XIII, Field Operating Unit
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;
- One (1) year of experience related to the job;
- 4 hours of relevant formal training

**Eligibility:**

- RA 1080

**I. SPECIFIC FUNCTIONS/DUTIES**

1. Prepare draft technical report on the result of field monitoring
2. Assist in monitoring and preparation of project requirements by the provinces, particularly the detailed engineering design and program of works, and provide technical assistance to provinces to facilitate completion of Detailed Engineering Designs (DED) / Program of Works (POWs)
3. Assist in the evaluation of project impacts in accordance with the M&E framework
4. Prepare a monthly travel plan consistent with the target outputs and based on the current need of the Provinces/projects.
5. Monitors LGUs' compliance with the Projects/Programs Implementing Guidelines in the provinces.
6. Attends monthly coordination meetings to ensure that project updates are discussed and issues are resolved, as necessary;
7. Prepares Post Activity Report (PAR) every travel;
8. Performs other duties as may be assigned by the immediate supervisor.

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

- Monthly Division Performance commitment and Review (DPCR) and Progress Reports needed by the DILG Regional Office XIII and LEO 70 Program Management Office.


- 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 **October 15, 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 Q. JAYOMA**  
 Chief, Admin. Officer

  
**ANNABELLA YANGSON**  
 LGCDD, Chief

Approved:

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