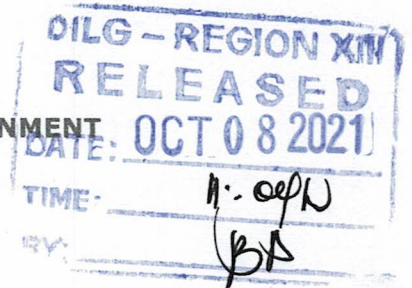




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)



NOTICE OF VACANCY
(October 5, 2021)

Title	ENGINEER III
No. of Available Positions	8
Salary Grade	19 / Php46,791.00
Duration	November 2021 to December 2022
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

1. Monitors LGUs' compliance with the Projects/Programs Implementing Guidelines in the provinces and cities of this region;
2. Monitors and ensures the regular updating of project status and information of SBDP projects,
3. Assesses and evaluates of project status and concern and provides interventions as necessary and/or appropriate actions per Projects/Programs Monitoring Guidelines;
4. Supervises/Provides Technical Assistance (mentoring, coaching) to the LGUs in his/her coverage area, as necessary;
5. Provides and submits monthly report on the status of the project implementation including issues and concerns, and recommendations within his/her assigned area to the Localization of EO70 Program Management Office
6. Conducts regular project site visit in his/her respective assigned areas;
7. Provides technical assistance in the review of Programs of Works and Detailed Engineering Design including the drawing plans, technical

- specifications, cost estimates, and include revisions for economy and efficiency of the design, as necessary;
8. Attends monthly coordination meetings to ensure that project updates are discussed and issues are resolved, as necessary;
 9. Prepares schedule of visits to the LGUs and ensures coordination and supervisory support to the visits to the project sites;
 10. Prepares Post Activity Report (PAR) every travel;
 11. Gathers technical baseline data from LGUs, as required;
 12. Attends all activities related to Monitoring and Evaluation;
 13. Consolidate and Analyze the reports prepared and submitted by field engineers

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

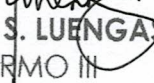
- Monthly Division Performance commitment and Review (DPCR) and Progress Reports needed by the DILG Regional Office XIII and LEO 70 Program Management Office.
- 100% of Monitoring Reports on the preparation and implementation of SBDP projects in assigned region/s, province/s and barangays are submitted 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 O. JAYOMA
Chief, Admin. Officer


ANNABEL F. PANGSON
LGCD, Chief

Approved:


LILIBETH A. FAMACION, CESO III
Regional Director