



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

DILG - REGION XIII
RELEASED
DATE: OCT 08 2021
TIME: 11:24 L
BY: [Signature]

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

Title	PROJECT EVALUATION ASSISTANT (PEA) I
No. of Available Positions	35
Salary Grade	8 / Php 17,505.00
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:

- Completion of 2 years studies in college;
- 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

- Assist in ensuring the timely submission of SBDP documentary requirements; such as administrative and technical documents.
- Assist in monitoring of financial accomplishment and physical status of the SBDP projects;
- Assist in the preparation of up-to-date evaluation report of the SBDP Implementation.
- Perform other tasks as maybe assigned by the immediate supervisor.

V. 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% 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 C. JAYOMA
Chief, Admin. Officer


ANNABELLE F. YANGSON
LGCCD, Chief

Approved:


LILIBETH A. FAMACION, CESO III
Regional Director