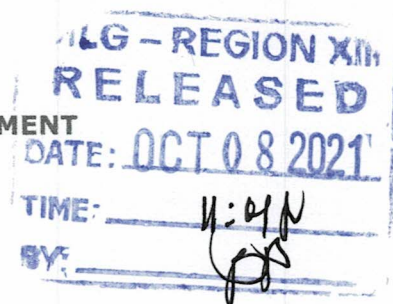




**Republic of the Philippines**  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Region XIII (CARAGA REGION)**

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



Title	PROJECT EVALUATION OFFICER II
No. of Available Positions	20
Salary Grade	15 / Php 32,053.00
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 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**

1. 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;
2. 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.
3. Assist the Engineers to the following:
  - a. In providing technical assistance/advice to the LGUs in their preparation and implementation to their maintenance programs and projects;
  - b. Preparation of analysis of physical works status of projects under EO70 PMO.
4. Prepare draft evaluation report on the result of field monitoring and recommend actions to be taken on issues and findings
5. Monitoring of proper documentation of the program implementation including pre and post implementation phase;
6. Ensure reports are up-to-date for the consumption of the Department, other national government agencies, and other partner bureaus;

7. Perform other tasks as maybe assigned by the Regional Director or 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% 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 D. JAYOMA**  
Chief, Admin. Officer

  
**ANNABEL F. YANGSON**  
LGCCD, Chief

Approved:

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