



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Region XIII – Caraga Region
 Purok 1-A, Brgy. Doongan, Butuan City 8600
 Website: www.dilg.gov.ph / Email: official@caraga.dilg.gov.ph; documents.dilg13@gmail.com



NOTICE OF VACANCY
(As of May 6, 2024)

Title	Development Management Officer II
No. of Available Position/s	3
Duration	June 1, 2024 to December 2024
Salary Grade	Php 28,161.00
Location of Work	DILG Regional Office XIII, Butuan City

Qualifications

1. Education

Graduate of any 4 year course, preferably relevant to social development, community development, and/or social work. Also, individual who possess at least 1 year experience in community development, community organizing, social work, and participatory local governance is an advantage.

2. Training

Should preferably have 10 hours of relevant training in community organizing, community mobilization strategies and approaches, social development and/or Popular Education techniques and approaches.

3. Experience

At least 1 year of relevant progressive work experience in facilitation and community works. Familiarity to administrative works is also required.

4. Other Qualifications

The successful candidate must have a strong sense of social responsibility, credible/able to work with CSOs and local government units, able to communicate verbally and in writing to various stakeholders, be fluent in the local dialect, and computer literate.



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 Tel. No. (085) 975-9830 to 34

SLGP REGIONAL COORDINATION TEAM

I. SCOPE OF WORK :

As member of the of the SLGP Regional Coordination Team the DMO II shall provide technical and administrative support to regional office in achieving the deliverable describe as follows:

Civil Society in Local Governance Capacitated

1. CSO Desk Officers (PCMs)
2. CSO Members in Local People's Council

Participatory Governance Deepened

1. Create spaces for citizen participation in governance – Dagyaw Townhall Meeting
2. Create spaces for citizen participation in governance – OGP Localization
3. Measure the quality of citizen participation in governance
4. Provide capacity building (Strategic Plan Target) to Local Development Councils of Cities/Municipalities

Accountability Bolstered

1. Capacity development activities towards improvements in the integration of Local Development Plan to CDP
2. Local governments with improve Local Development Plan(Special Provision)
3. Activities related to sustaining and expanding of SLGP Programs at the Regional Level
4. Provide support to Field Offices in the implementation of provincial initiatives and innovations on bolstering accountability of local governments

In addition, the Development Management Officer II shall carry out the following functions:

1. Ensure that the program and activities at the region, province and municipality are implemented in accordance with the overall direction of the program;
2. Ensure the Local Governance Programs as embedded in the core function of the SLGP are implemented efficiently and effectively through different channel;
3. Provide technical support and assistance to the Regional Director and other units within the Regional Office, in setting the operational direction of the program



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4. Maintain a record and filing system as repository of all pertinent program documents both in hard and electronic copy files;
5. Attend trainings, seminar-workshops, conferences and other capacity development activities in relation to Project Management Office-administered activities;
6. Perform other tasks that may be assigned, as necessary.

Interested and qualified applicants may submit their application thru this link: <https://tinyurl.com/COSVacancies2024> on or before **May 15, 2024 (Wednesday)**. Ensure to attach the following documents:

1. **PDF file Letter of Intent** addressed to:

Ms. MARIA LOISELLA E. LUCINO, CESO IV
Regional Director
DILG Region XIII
Purok 1A, Upper Doongan, Butuan City

2. **PDF file Updated/Notarized Personal Data Sheet New CS Form 212 Rev. 2017** with affix signature and **recent passport size ID picture**
3. **Excel file of duly filled out Work Experience Sheet**
4. Photocopy of Transcript of Records (TOR)

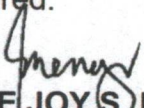
Reminders:

1. All applications shall only be submitted through the above email address.
2. Documents should be **clear and readable**.
3. Incomplete documents shall not be entertained.

"All vacant positions are be open to all qualified applicants regardless of age, gender identity, sex, sexual orientation, civil status, disability, pregnancy, religion, ethnicity or political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity."

For inquiries, you may call the Personnel Section through **Telephone No. (085) 975-9830**.


Prepared:


MARIE JOY S. LUENGAS
AO V / HRMO III



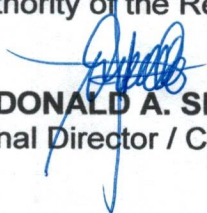
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Certified Correct:


JOCELYN C. JAYOMA
Chief, Admin. Officer

⁰⁸
ANNABEL F. YANGSON
Chief, LGCDD

By Authority of the Regional Director


DONALD A. SERONAY
Asst. Regional Director / Chairman, RSP Board



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