



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

NOTICE TO HIRE / PUBLICATION
 December 5, 2014

JOB TITLE	STATUS	NO. OF PERSON(S) NEEDED	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	OTHER QUALIFICATIONS
COMMUNITY MOBILIZER	CONTRACT OF SERVICE	12	25,000.00	Graduate of any 4 year course relevant to social development, community development, and / or social work. Undergraduates who possess at least 3 years experience in community development, community organizing, social work, and participatory local governance may also be considered	40 hours of relevant training in community organizing, community mobilization strategies and approaches, social development, and / or Popular Education techniques and approaches	at least 1 year of relevant, progressive work experience in community organizing and / or social development work. Experience in Participatory Local Governance will be an advantage	None Required	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/or a resident of the area to which he or she will be assigned and computer literate

Tasks & Functions: The Community Mobilizers shall ensure the implementation of the grassroots planning and budgeting process as indicated in the JMC and facilitate civil society participation in local governance.

- In relation to the Bottom Up Budgeting:**
1. Ensure that the LPRAT meets the specification required by the Joint Memorandum Circular particularly on membership of CSO in LPRAT and formulation and approval of LPRAP;
 2. Network with partner organizations; represents CSOs in relevant meetings and workshop related to BUB; liaise with all stakeholders in mobilizing for the preparation of LPRAP;
 3. Ensure full representation and participation of basic sectors and CSOs present in the identified municipalities and cities during the orientation by co-facilitating and preparing /ground working;
 4. Assist the basic sectors/CSOs in the process of identifying the sectoral & cross-sectoral agenda/issues that can be included into the LPRAP;
 5. Assist in the morning and reporting of 2013/2014/2015 BUB Project Implementation.

In relation to the Enhancement of Civil Society Participation in Local Governance Program:

1. Conduct CSO mapping and maintain an updated list of CSOs in the area of assignment;
2. Gather baseline data and monitor CSO participation in local governance;
3. Organize and facilitate the conduct of Municipality/City CSO assembly and the formation of local CSO convergence mechanism;
4. Assist the CSOs in their application for LGU accreditation, selection of representatives to and participation in LGC- mandated and inspired bodies, e.g. Council, Local Poverty Reduction Action Team, Local Education Board, Local Health Board, etc.
5. Facilitate the conduct of training, mentoring of local CSOs, e.g. on people's participatio in local governance, local development planning, budgeting, monitoring and evaluation, etc.
6. Facilitate and/or assist the local CSOs in the conduct of citizen's monitoring of government programs (e.g. BUB, Full Disclosure Policy and LGU fiscal performance, Seal of Good Housekeeping, Seal of Disaster Preparedness, Environmental Compliance Audit, Performance Challenge Fund, etc.)
7. Assist the CSOs in the conduct of research/updating of sectoral/poverty data/ information

The Community Mobilizer shall also

1. Report directly to the Regional Director and the Regional Coordinator cc. Project Management Office (PMO), on a regular basis; and
2. Provide monthly accomplishment report including the work plan for the succeeding month to the Regional Director and Regional Coordinator and cc the PMO;
3. Do other tasks that may be assigned by the Regional Director and the Regional Coordinator in relation to the Bottom Up Budgeting and the enhancement of CSO participation in Local Governance program.

JOB TITLE	STATUS	NO. OF PERSON(S) NEEDED	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	OTHER QUALIFICATIONS
REGIONAL COORDINATOR	CONTRACT OF SERVICE	1	33,000.00	Graduate of any 4 year course relevant to social development, community development, and / or social work. Undergraduates who possess at least 3 years experience in community development, community organizing, social work, and participatory local governance may also be considered	40 hours of relevant training in community organizing, community mobilization strategies and approaches, social development, and / or Popular Education techniques and approaches	at least 2 years of relevant, progressive work experience in community organizing and / or social development work. Experience in Participatory Local Governance will be an advantage	None Required	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/or a resident of the area to which he or she will be assigned and computer literate
Tasks & Functions:								
<ol style="list-style-type: none"> 1. Ensure that all PMO plans and activities are implemented in his/her area of responsibility; 2. Attend all Regional Poverty Reduction Action Team (RPRAT) meetings. 3. Provide technical assistance to DILG Regional and Provincial Directors and the Grassroots Participatory Budgeting (GPB) Focal Person on matters related to GPB; 4. Be on call in providing technical assistance to MLG00s (Municipal Local Government Operations Officers) of cities/municipalities of the region where he/she is assigned; 5. Supervise all Community Mobilizers deployed in the cities/municipalities of the region where he/she is assigned and provide mentoring and coaching to them on matters related to GPB and on the Enhancement of Civil Society Participation in Local Governance Program. 6. Provide technical assistance in the development of LPRAPs; 7. Monitor the progress of submission and implementation of LPRAP Projects for 2013 and 2014; 8. When applicable, ensure that Provincial Secretariat(s) is/ are meeting on a regular basis; 9. Initiate writing of case studies of completed GPB projects; 10. Ensure that the RPRAT through the DILG Regional Office submits a revised list of validated GPB Projects to DILG Central Office; 11. Assist the Regional GPB Focal Person in the submission of Quarterly Progress Reports; 12. Report to and do other assignments directed by the Regional Director and PMO 								
ADMIN. STAFF FOR								
GPB	CONTRACT OF SERVICE	1	14,000.00	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours relevant training	None Required	Good in Communication skills both written and verbal; Computer Literate
Tasks & Functions:								
<ol style="list-style-type: none"> 1. Attends and provides logistical and technical support all Regional Poverty Reduction Action Team (RPRAT) meeting; 2. Provides assistance to the Grassroots Participatory Budgeting (GPB) Regional Focal Person, and other GPB personnel, including the GPB Regional Consultants (RCs), LPRAP Facilitators (LFs), Provincial Directors and MLG00s (Municipal Local Government Operations Officers) on matters related to GPB; 3. Assists the GPB Regional Focal Person in monitoring the progress of submission and implementation of LPRAP Projects and ensuring that the RPRAT through the DILG 4. Regional Office submits a consolidated list of validated GPB Projects to DILG Central Office; 5. Assists the GPB Focal Person in the submission of Quarterly Progress Reports; 6. Does other assignments directed by GPB Regional Focal Person and the Regional Director. 								

Prepared by:


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 Admin. Officer / HRMO III

Certified Correct:


JOCELYN C. LAYOMA
 LGOO VI / Focal Person on GPB

Noted:


LIBETH A. FAMACION, CESO IV
 Regional Director