



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

DILG - REGION XIII  
**RELEASED**  
DATE: **AUG 27 2021**  
TIME: **8:10 am**  
JDC

## NOTICE OF VACANCY

(August 24, 2021)

Title	SURVEY ENUMERATORS
No. of Available Positions	2
Honorarium	Php20,000.00
Duration	September 28 – October 31, 2021
Location of Work	<ul style="list-style-type: none"><li>• DILG-Butuan City Office</li><li>• DILG-Agusan del Norte Office</li></ul>
Line of Reporting	DILG Regional Focal Person

### Background:

The Department of the Interior and Local Government (DILG), through the Capacitating LGUs on Resettlement Governance-Project Management Office (CLRG-PMO), is looking for survey enumerators for the conduct of the National Assessment on Local Planning for Shelter Development (NALPSD). The NALPSD is a nationwide assessment on the condition of Informal Settler Families (ISFs) in the country and the institutional and technical capacities of LGUs where they are situated. The pilot rollout of the NALPSD will be administered to forty-eight (48) LGUs in the country.

The NALPSD survey tool was developed with the help of CLRG-PMO's partner academe for the project, the Universities and Research Councils Network on Innovation Development in Southeast Asia (UNIID-SEA), an affiliate organization of the Ateneo de Manila University.

### QUALIFICATIONS

- Bachelor's degree holder, preferably from the field of Education, Communication, Social Sciences, or Urban Planning, with or without experience;
- Located in Butuan City;
- Has access to a tablet, laptop, or computer;
- Familiarity with the use of Microsoft applications (Word, Excel) and online platforms such as Zoom, Google Meet and Google Drive are required;
- Requires a very strong attention to detail and ability to work with complex data sets;
- Strong written and oral communication skills in English, Filipino and (dialect of the locality);
- Field experience conducting surveys and/or interviews is an advantage; and
- Experience in electronic data collection is an advantage.

### RESPONSIBILITIES

The survey enumerator will be responsible for administering the survey questionnaires to the target LGU respondents and ensuring the quality of survey data. The survey enumerator will be oriented on how to administer the NALPSD survey and they will be reporting directly to the DILG Regional Office (RO) and Field Office (FO). As such, survey enumerators are expected to:

- Attend and participate in the Survey Enumerators' Training;
- Conduct courtesy calls at the city/municipal and barangay level in coordination with the DILG RO/ FO;
- Ensure that survey tablets, paper questionnaires, and other supplies and materials issued are secured and used properly;
- Conduct the survey to target LGU respondents;
- Conduct phone call or online interviews
- Perform on-site survey interviews with LGUs, if necessary
- Ensure proper accomplishment and submission of questionnaires
- Gather and accurately record responses on questionnaires provided by the LGU respondents;
- Adhere to the guidelines, and data quality and data privacy protocols laid out in the NALPSD Survey Enumerators' Manual;
- Represent the DILG and UNIID-SEA with the highest level of professionalism and ethics;
- Report directly to their supervisors from the DILG RO/ FO and provide regular updates; and
- Submit quality deliverables based on the agreed schedule with the DILG.

## DURATION OF ENGAGEMENT

Initial engagement will be **September 28 – October 31, 2021**, subject to extension depending on the accomplishment of the respondent LGUs assigned to the surveyor. The pilot rollout of the NALPSD will be conducted from October to December 2021.

## REMUNERATION

Remuneration will be **PhP 20,000.00** for the whole engagement and will be paid on an output-basis. The surveyor shall submit the deliverables of each activity, following the schedule below:

Activity	Output
Survey Enumerators' Training	<ul style="list-style-type: none"> <li>• Certificate of Attendance</li> </ul>
Conduct of the NALPSD survey	<ul style="list-style-type: none"> <li>• Courtesy Call to LGU respondents</li> </ul>
Conduct of the NALPSD survey - Brgy. Demographic Survey	<ul style="list-style-type: none"> <li>• Survey Checklist (signed by supervisor)</li> <li>• Accomplished Survey Questionnaire (signed and certified by LGU)</li> </ul>
Conduct of the NALPSD survey - Institutional Assessment	<ul style="list-style-type: none"> <li>• Survey Checklist (signed by supervisor)</li> <li>• Accomplished Survey Questionnaire (signed and certified by LGU)</li> </ul>
Submission of accomplished NALPSD survey	<ul style="list-style-type: none"> <li>• Accomplishment Report</li> <li>• Clearance from Supervisor</li> </ul>

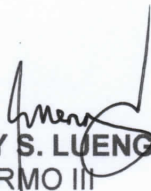


Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **September 6, 2021**.

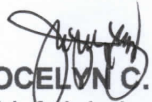
1. Letter of Intent
2. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
3. Transcript of Records (TOR) (certified true copy)

**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

  
**ANNABEL F. YANGSON**  
LGCCD, Chief

Approved:

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