

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

NOTICE OF VACANCY

(September 7, 2021)

Title	DEVELOPMENT MANAGEMENT OFFICER IV
No. of Available Positions	1
Salary Grade 22	Php66,867.00
Duration	September 15 – December 31, 2021
Location of Work	DILG-Regional Office XIII
Line of Reporting	DILG Regional Focal Person

TERMS OF REFERENCE

I. BACKGROUND

Executive Order 138, s. 2021 *“Full Devolution of Certain Functions of The Executive Branch to Local Governments, Creation of A Committee on Devolution, and for Other Purposes”* was recently issued on 01 June 2021. Section 6 of the said EO created the Committee on Devolution (ComDev) with DBM and DILG as co-chairs. The role of the DILG at the national and field level is underscored with the proposed establishment of the regional counterparts of the ComDev in the soon to be issued Implementing Rules and Regulations (IRR) of EO No. 138 s. 2021.

With our Regional Offices at the forefront in providing assistance to local government units (LGUs) in the formulation of their Devolution Transition Plans (DTPs) and in the implementation of DILG initiatives in line with the implementation of the Supreme Court Ruling in FY 2022, DILG ROs will be needing the necessary technical and administrative support to more effectively coordinate and orchestrate field-level activities as the Department provides the necessary assistance and guidance to LGU preparation of their LGU DTPs and implementation of transition activities towards full devolution.

II. SCOPE OF WORK

The Development Management Officer IV shall assist the Regional Director and Assistant Regional Director in the implementation of regional strategies and activities relative to the preparation, implementation, monitoring, and evaluation of LGU DTPs to facilitate LGU transition to full devolution in light of the implementation of the Supreme Court Ruling on the Mandanas and Garcia petitions.

In addition, the DMO IV shall make horizontal coordination with the LGCDD and LGMED relative to the LGU DTPs.

III. EXPECTED OUTPUTS AND DELIVERABLES AND SCHEDULE OF

SUBMISSION OF OUTPUTS

1. Coaching and mentoring strategies for the approval of the Regional Director
2. Progress report on LGU DTPs
3. Analytics on the LGU DTPs
4. Monthly report of individual accomplishments
5. Individual Performance Commitment and Review (IPCR)
6. Other related reports and documents as may be required

IV. DURATION OF WORK

15 September to 31 December 2021

V. DUTY STATION

- DILG Regional Office
- The Development Management Officer IV may be required to travel as the engagement will involve extended visits and onsite coaching of LGUs within the region.

VI. SPECIFIC FUNCTIONS AND DUTIES

In coordination with the relevant divisions/units in the Regional Office,

1. Shall act as the regional devolution coordinator;
2. Formulate and recommend strategy/ies for coaching and mentoring and the provision of technical support to LGUs that will facilitate LGU DTP preparation and implementation of LGU transition initiatives;
3. Assist and support DILG in the implementation of programs, projects, and activities (PPAs) related to transition to full devolution;
4. Plan, organize, and facilitate preparatory and consultative meetings with key stakeholders;
5. Provides support to DILG Field Officers in the coaching and mentoring of LGUs on LGU DTP preparation and in the implementation of devolution initiatives of the Department;
6. Monitor progress of preparation and LGU submission of DTPs and prepare reports;
7. Ensure LGU DTP completeness and compliance to requirements;
8. Review LGU submissions and generate analytics;
9. Coordinate with the following to facilitate LGU DTP preparation and submission; and support transition activities towards full devolution:
 - LGUs within the area of responsibility
 - BLGD Transition Management Committee Core Secretariat Team
 - Concerned DILG Field Officers
 - Concerned national government agencies (NGAs)/regional line agencies
 - Civil society organizations (CSOs)/peoples' organizations (POs)
 - Development partners
 - Other key stakeholders
10. Establish linkages between and among stakeholders through liaising and attendance to meetings;

11. May be required to travel and attend relevant activities related to the program;
12. Prepare project-related materials such as activity designs, concept notes, slide presentations, post-activity accomplishment reports, and documentation;
13. Prepare required monitoring as well as special reports that may support transition activities towards full devolution; and
14. Perform other related tasks and functions as may be assigned.

VII. QUALIFICATIONS

1. Bachelor's Degree in Political Science, Sociology, Public Administration, Development Communication, or related field;
2. With 4 years in position/s involving management and supervision
3. With experience in research, program and project management, or working with related programs and activities;
4. With at least 24 hours of training in management and supervision
5. Knowledge on policy development;
6. Extensive knowledge on local government operations;
7. With initiative and can work with minimum supervision;
8. Ability to work well in a multi-disciplinary team and could relate with a diverse range of stakeholders both at the local and national levels; and
9. Excellent oral and written communication skills.

VIII. MONTHLY COMPENSATION AND SOURCE OF FUNDS

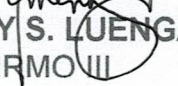
Salary Grade (SG) 22 equivalent to **Sixty-Six Thousand Eight Hundred Sixty Seven Pesos (Php 66,867.00)** chargeable against the *Support for the Local Governance Program (SLGP)* Funds.

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 14, 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)

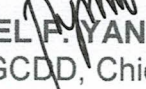
Send to: **LILIBETH A. FAMACION, CESO III**
Regional Director
DILG Region XIII (Caraga)
Purok 1A, Upper Doongan, Butuan City

Prepared:



MARIE JOY S. LUENGAS
AO V / HRMO III

Certified Correct:


JOCELYN C. JAYOMA
Chief, Admin. Officer


ANNABEL F. YANGSON
LGCD, Chief

Approved:


LILIBETH A. FAMACION, CESO III
Regional Director