



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



**NOTICE OF VACANCY**

(May 11, 2022)

<b>Position</b>	<b>Information Officer II (SG-15)</b>
<b>No. of Available Positions</b>	<b>1</b>
<b>Salary Grade/Monthly Salary</b>	<b>Php 33,575.00</b>
<b>Duration</b>	<b>July - December 2022</b>
<b>Location of Work</b>	<b>DILG Regional Office XIII, Butuan City</b>

**I. Rationale:**

The DILG is spearheading the Monitoring and Evaluation of Infrastructure Projects of Local Government Units, as funded under Republic Act No. 11639 or the FY 2022 General Appropriations Act (GAA) Special Provision No. 4 under DILG-OSEC budget.

To facilitate this, the **RBME of LGU Infrastructure Projects** or "**RLIP**" is being piloted to improve tracking and measurement of LGU performance in the implementation and management of infrastructure projects, and to meet the changing demands for transparency and accountability at all levels of government. As stated in the GAA, a concerted shift to an enhanced monitoring and evaluation (M&E) model anchored on the Results-based Monitoring and Evaluation (RBME) system is crucial to effectively assess governance results under the devolved system.

Relative to this, a Monitoring Support Team at the Regional level shall be engaged to provide support for the overall implementation of the **RLIP** and to coordinate the efforts of all project stakeholders. This function requires increased amounts of work in terms of coordination, monitoring and evaluation, and others. Thus, the need for additional personnel support.

**II. Scope of Services:**

In coordination with the head of the Project Development and Management Unit (PDMU), the Information Officer II shall provide their technical expertise relative to the conduct of monitoring and evaluation of LGU performance in the implementation of LGU infrastructure projects under the RBME of LGU Infrastructure Projects or RLIP.

Listed below are the specific functions of the **Information Officer II**:

- Formulate and implement the communication plan;
- Develop information, education and communication (IEC) materials, including Guidebooks, Manuals, presentations, and other knowledge products;
- Facilitate and document the conduct of activities in relation to the RLIP and other related programs;
- Act as a Facilitator or Resource Person in capacity development interventions;
- Prepare TOR and project proposals for the procurement of IEC materials and other related documents;
- Monitor the inventory, distribution, and posting of IEC materials in designated areas and online platforms;
- Manage and update information in website/online platforms in relation to the RLIP and other programs;
- Travel in relation to the performance of an Information Officer II's responsibilities. As such s/he is authorized to claim transportation expenses, and per diem subject to the usual accounting and auditing rules and procedures;
- Coordinate with project stakeholders, including Local Chief Executives through Provincial/City/Municipal Engineer, and DILG Central Office, and other related offices;
- Prepare individual compliance and administrative requirements; and
- Other outputs which may be assigned by immediate supervisor in relation to RLIP and other programs.

### III. Qualification Requirements:

- Bachelor's Degree in Media and Communications, Public Administration, Management, Economics, Business Studies, or its equivalent;
- At least 2 years relevant experience;
- 8 hours relevant training; and
- Demonstrates familiarity with the conduct and use of Monitoring and Evaluation systems.

### IV. Expected Output/Deliverables:

- Reports and materials as committed in the Individual Performance Commitment and Review (IPCR), including the following:
  - a. Annual Report;
  - b. Monthly and quarterly reports and presentations on the status of RLIP-enrolled infrastructure projects;
  - c. Pre and Post-Training Materials and Reports;
  - d. Post-Activity Report;
  - e. Post-Coaching Evaluation Report;
  - f. Monthly Analysis / Assessment / Accomplishment Report;
  - g. Presentation materials; and
  - h. Other reports and materials required in relation to other duties assigned by immediate supervisor.
- IEC materials, including Guidebooks, Manuals, presentations, and other knowledge products;
- Correspondence to project stakeholders, including Local Chief Executives through Provincial/City/Municipal Engineer, and DILG Central Office, and other related offices;
- Individual compliance and administrative requirements; and
- Other outputs which may be assigned by immediate supervisor in relation to RLIP and other programs.

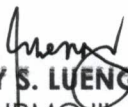
Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **May 20, 2022**.

1. Application Letter (specific position)
2. **Fully accomplished Updated Personal Data Sheet (CS Form 212 Rev. 2017) with recent passport size picture**
3. Photocopy of Transcript of Records (TOR) & 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 C. JAYOMA**  
Chief, Admin. Officer

Approved:

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