



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



NOTICE OF VACANCY

(May 11, 2022)

Position	Project Evaluation Officer III (SG-18)
No. of Available Positions	1
Salary Grade/Monthly Salary	Php 43,681.00
Duration	July - December 2022
Location of Work	DILG Regional Office XIII, Butuan City

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 **Project Evaluation Officer III (PEO III)** shall provide their technical expertise in 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 **Project Evaluation Officer III:**

- Administer tools and guides for the monitoring and evaluation of LGU infrastructure projects;
- Analyze evaluation results and recommend appropriate interventions, based on data obtained from the SubayBayan, RSSA, and other M&E systems;
- Assist in the administration of and data collection through the SubayBayan portal, RSSA, and other M&E systems;
- Travel in relation to the performance of a PEO 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;
- Prepare status and analysis reports based on data derived from the SubayBayan, RSSA, and other M&E systems;
- Coordinate with the DILG Provincial Offices for their timely submission of periodic reports and other concerns;
- Facilitate capacity development activities related to RBME;
- Provide technical advice and assistance to local government units (LGUs) as needed;
- Act as a Facilitator or Resource Person in capacity development interventions undertaken by the PDMU;
- Monitor and evaluate the performance of LGUs in the conduct of RBME; and
- Perform other duties and responsibilities as may be assigned by the immediate supervisors.

### III. Qualification Requirements:

- Bachelor's Degree in Engineering, Statistics, Public Administration, Management, Economics, Accountancy, Business Studies, or its equivalent;
- At least 2 years relevant experience;
- 8 hours relevant training; and
- Demonstrates familiarity with monitoring and evaluation systems, and development management.

### IV. Expected Output/Deliverables:

- Reports and materials as committed in the Individual Performance Commitment and Review (IPCR), including the following:
  - ✚ Monthly and quarterly reports and presentations on the status of RLIP-enrolled infrastructure projects;
  - ✚ Pre and Post Training Materials and Reports;
  - ✚ Post Activity Report;
  - ✚ Post Coaching Evaluation Report;
  - ✚ Monthly Analysis / Assessment / Accomplishment Report;
  - ✚ Presentation materials;
  - ✚ ISO Reports; and
  - ✚ Other reports and materials required in relation to other duties as may be assigned by the RPDMU supervisors.
- Inputs in the formulation of Guidelines for the M&E for all LGU infrastructure projects, i.e. SubayBayan, RSSA, and other relevant M&E systems;
- Inputs in the development of IEC materials, including Guidebooks, Manuals, presentations, among others;
- 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

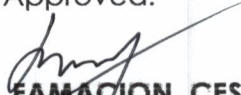
#### Prepared:

  
**MARIE JOY S. LUENGAS**  
AO V / HRMO III

#### Certified Correct:

  
**JOCELYN C. JAYOMA**  
Chief, Admin. Officer

#### Approved:

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