

**Two (2) Information Officer I (IO)**

Contract of Service

Monthly Salary : P 22,316.00

Area of Assignment: RO &amp; Ilocos Sur

**QUALIFICATION:**

1. Bachelor's Degree Graduate relevant to the position
2. At least 1-year relevant experience related to the job
3. Computer Literate
4. Effective written & oral communication skills

**DUTIES AND RESPONSIBILITIES:**

1. Documents Local Government Support Funds project implementation;
2. Prepares news articles and featured/success stories of the LGSF;
3. Arranges and conducts interviews for government officials and beneficiaries of projects;
4. Acts as custodian of accomplished reports, communications and other records;
5. Ensure reports are up-to-date for the consumption of the Department, other NGAs, and other partners;
6. Perform other tasks as maybe assigned by the Regional Director or immediate supervisor

**One (1) Financial Analyst**

Contract of Service

Monthly Salary: P 22,316.00

Area of Assignment: RO

**QUALIFICATION:**

1. Bachelor's degree in Commerce/Bus. Admin major in Accounting
2. With related work experience with at least 1 year
3. Computer Literate (MS Office Applications)
4. Good communication skills orally and written

**DUTIES AND RESPONSIBILITIES:**

1. Reviews and computes the budget allocation forwarded by the Central Office-OPDS to be used by the PDMU for the whole year
2. Prepares and processes vouchers with complete supporting documents for the downloading of funds to Provincial Offices, salaries of PDMU Staff, travel claims, training expenses, communication expenses, vehicle rental, office supplies, speakers honorarium etc.;
3. Provides technical assistance to PDMU Staff, Provincial Offices and LGUs regarding financial issues on Locally Funded Projects;
4. Monitors submission and reviews Report of Disbursements of LGUs for the Locally Funded Projects and Performance Challenge Fund Projects;
5. Prepares and maintain updating of the Status of Releases and Liquidations of Locally Funded Projects and Performance Challenge Fund Projects which serves as a reference to the Regional and Provincial Engineers in reporting and monitoring;
6. Provides assistance in the preparation of the BIR forms of the PDMU Staff and checks all other attachments needed;
7. Perform other tasks as maybe assigned by the Regional Director or immediate supervisor

**One ( ) Administrative Officer I (AO I)**

Contract of Service

Monthly Salary : P 22,316.00

Area of Assignment: RO

**QUALIFICATION:**

1. Bachelor's Degree Graduate relevant to the position
2. At least 1-year relevant experience related to the job
3. Good interpersonal relationship and attitude
4. Working knowledge of MS Office Applications
5. Effective written & oral communication skills

**DUTIES AND RESPONSIBILITIES:**

1. Receives and records incoming official communications/reports, and releases correspondences and documents;
2. Ensures systematized filing of communications for PDMU and keeps the Communication Tracking System up-to-date;
3. Encodes/edits draft letters, trainings/activity designs, reports, transmittals and other corresponding documents;
4. Acts as point of contact, providing administrative support and managing queries from internal and external clients;
5. Compiles accomplished reports, including daily activity report, after-monitoring reports, monitoring forms, aide memoires and re-entry action plans;
6. Perform other tasks as maybe assigned by the Regional Director or immediate supervisor

**One (1) Devt. Mgmt. Officer IV (DMO IV)**

Contract of Service

Monthly Salary : P 52,703.00

Area of Assignment: RO

**QUALIFICATION:**

1. With earned Graduate Studies (Masteral) Units of at least 36
2. Computer Literate
3. Six (6) month experience related to the duties and responsibilities of the job title
4. Effective written & oral communication skills

**DUTIES AND RESPONSIBILITIES:**

5. Organizes and conducts CMGP training including priority follow through capacity development activities based on the ARAP and incorporated in the PGRR of PLGUs;
6. Organizes and leads the conduct of Program Implementation Review and validation of LRMPA
7. Compiles good practices in the implementation of the CMGP Projects and achievement in the seven (7) Governance Reform Areas for submission to the CMGP PMO
8. Ensures that Local Road Management Team in each province is actively performing their duties and responsibilities to achieve their PGRR targets;
9. Arranges and conducts interviews for government officials and beneficiaries of projects;
10. Coordinates and assist in the conduct of meetings, trainings, outcome documentation of completed projects, and other CMGP-related activities;
11. Perform other tasks as maybe assigned by the Regional Director or immediate supervisor

**One (1) Project Evaluation Officer (PEO)**

Contract of Service

Monthly Salary : P 22,316.00

Area of Assignment: Region

**QUALIFICATION:**

1. Bachelor's Degree Graduate with Engineering Background
2. At least 1-year relevant experience & trainings related to the job
3. Computer Literate
4. Good moral and work ethics
5. Good interpersonal and communication skills

**DUTIES AND RESPONSIBILITIES:**

1. Provide up-to-date report on the monitoring of the physical aspects of the Local Government Support Fund implementation;
2. Monitor and evaluate the implementation of activities and projects and deliverables of the Department;
3. Coordinate and assist inter-agency and partners on monitoring and evaluation of the LGSF program;
4. Ensure proper documentation of the program implementation including pre and post implementation phase;
5. Ensure reports are up-to-date for the consumption of the Department, other NGAs, and other partners;
6. Perform other tasks as maybe assigned by the Regional Director or immediate supervisor

**One (1) Engineer II**

Contract of Service

Monthly Salary: P 35,106.00

Area of Assignment: La Union

**MIN.QUALIFICATIONS/COMPETENCIES:**

1. RA 1080 (Licensed Civil Engineer)
2. At least 3-years experience in vertical & horizontal projects
3. Computer Literate (including STAAD , AutoCAD)
4. Have good communication & writing skills
5. At least one (1) year experience in water, building, and road projects
6. Preferably from La Union

**DUTIES AND RESPONSIBILITIES:**

1. Coordinate with the Local Government Units thru Local Government Operations Officers to ensure on-time implementation of projects;
2. Assist in the conduct of actual monitoring in the preparation and implementation of LGSF projects
3. Assist the LGUs in the preparation and submission of project requirements, particularly the Detailed Engineering Design (DED) and program of works, and provide technical assistance to LGUs to facilitate the completion of DED/POW;
4. Provide status reports on the implementation of various projects including issues and concerns, and recommendations within his/her assigned area;
5. Undertake field visits and conduct random inspection of civil works from time to time to check the quality of works and submit with course of action and recommendations thru appropriate channels;
6. Perform other tasks as maybe assigned by the Regional Director or immediate supervisor

**APPLICATION REQUIREMENT:**

1. Application letter with attached resume
2. Personal Data Sheet (CSC Form 212)
3. Copy of Diploma and Transcripts of Records
4. Copy of Related Trainings
5. Drug Test (upon signing of Contract)
6. Police Clearance (upon signing of Contract)