

**VACANT POSITIONS UNDER CONTRACT OF SERVICE  
MAY 2021**

**INFORMATION OFFICER II  
Salary: Php 32, 053.00**

**Minimum Qualifications:**

- Education** : Bachelor's degree relevant to the position
- Experience** : One (1) year experience in journalism, public relations, or any other related to the duties and responsibilities of the job title
- Training** : at least 8 hours of relevant training
- Competencies** : Effective Communication Skills (ability to communicate with the LGU functionaries and media)  
Working knowledge of MS Office Applications  
Good interpersonal skills  
Can work under pressure

**Functions and Responsibilities:**

- Document big ticket and/or slow-moving Locally Funded Projects implemented by concerned entities;
- Prepare news articles and featured/success stories of the projects implemented by LGUs;
- Arrange and conduct interviews for government officials and beneficiaries of projects;
- Prepare letters, training/project designs, minutes of the meetings, reports or research data;
- Acts as point of contact, providing administrative support and managing queries from internal and external clients;
- Acts as custodian of accomplished reports, communications and other records;
- Assist in the activities of other sections/units of the Division whenever skills, knowledge and expertise are applicable;
- Provide support to the Institutional Group in various activities e.g Trainings/Workshops;
- Attend various consultation process initiated by the Central Offices and Local Government Units;
- Coordinate with Provincial Office through the Provincial Focal Person on the various communications related to Locally Funded Project programs; and
- Perform such other related duties and responsibilities as may be assigned by the immediate supervisor and/or the PDMU Chief.

**Requirements:**

1. Application letter indicating the position applied for and address to the Regional Director
2. Updated and fully-accomplished Personal Data Sheet (PDS – CSC Form 212) with attached work experience sheet
3. Copy of Official Transcript of Record and Diploma
4. Certificates of Trainings, if any

## **PROJECT EVALUATION OFFICER I**

**Salary: Php 22, 316.00**

### **Minimum Qualifications:**

<b>Education</b>	:	Bachelor's degree relevant to the position
<b>Experience</b>	:	One (1) year relevant experience related to the duties and responsibilities of the job title
<b>Training</b>	:	at least 8 hours of relevant training
<b>Other Qualifications</b>	:	Effective Communication Skills (ability to communicate with the LGU functionaries) Working knowledge of MS Office Applications Good interpersonal skills Can work under pressure

### **Functions and Responsibilities:**

- Provide direct support and assistance to the PD and other units within the Provincial Office in the implementation of the LFPs under Local Government Support Fund (LGSF);
- Provide support to all covered municipalities in achieving the effective and efficient implementation of the program;
- Ensure the programs and activities in covered municipalities are implemented in accordance with overall direction of the program;
- Oversee the implementation of the program's monitoring tracks that include the following:
  - Updating of online reporting/monitoring through platforms such as Subaybayan and PCF Web-Based System;
  - Municipal Development Council in the conduct of monitoring of all nationality funded projects; and
- Help facilitate the implementation of the program's five-year governance milestones, e.g.:
  - Ensure that Local Development Councils are fully functional;
  - Provide assistance to LGUs in developing quality DIPs
  - Contribute to the attainment of full-service delivery system in covered municipalities
  - Help in achieving the rationalization of local plans
  - Provide support to enable LGUs to improve their asset management and resource mobilization capacity;
- Provide up-to-date report on the monitoring of the physical aspects of the program implementation and results of localization interventions vis-à-vis to the Department's commitments to National Plan-ELCAC and the harmonization initiatives of the Department;
- Monitor and evaluate the implementation of activities and projects in assigned region/province/cities/barangays and the remaining deliverables of the Department; coordinate and assist inter-agency and partners on monitoring and evaluation of program;
- Ensure proper documentation of the program implementation including pre and post implementation phase;
- Ensure reports are up-to-date for the consumption of the Department, other national government agencies, and other partner bureaus; and
- Perform other tasks that maybe assigned by the Immediate Supervisor/ Regional/ Provincial Director.

### **Requirements:**

1. Application letter indicating the position applied for and address to the Regional Director
2. Updated and fully-accomplished Personal Data Sheet (PDS – CSC Form 212) with attached work experience sheet
3. Copy of Official Transcript of Record and Diploma

4. Certificates of Trainings, if any

**ADMINISTRATIVE ASSISTANT IV**

**Salary: Php 20, 219.00**

**Minimum Qualifications:**

<b>Education</b>	:	Bachelor's degree relevant to the position
<b>Experience</b>	:	One (1) year relevant experience related to the duties and responsibilities of the job title
<b>Training</b>	:	at least 8 hours of relevant training
<b>Other Qualifications</b>	:	Good interpersonal relationship and work attitude; Working knowledge of MS Office Applications Good moral and work ethics Good in oral and written communications

**Functions and Responsibilities:**

- Receive and record incoming official communications/reports, and releases correspondences and documents within the division; Record official outgoing communications/reports;
- Ensure systematized filing of communications of PDMU and keeps the Communication Tracking System of PDMU up-to-date;
- Follow-up important papers/documents endorsed or referred to other offices/divisions/units/field offices for action;
- Act as point of contact, providing administrative support and managing queries from internal and external clients;
- Attend to telephone calls, and walk-in-visitors/client of the office;
- Monitor the e-mail of PDMU from time to time;
- Encode/edit draft letters, trainings/activity designs, reports, transmittals and other corresponding documents;
- Compile accomplished reports, including daily activity report, after-monitoring reports, monitoring forms, aide memoires and re-entry action plans;
- Sort and compile current records for retention/disposal;
- Assist in typing vouchers and other financial documents and reports;
- Extend secretariat support services in the preparation of Training Kits, Certificate of Appearance, Certificate of Appreciation, Certificate of Participation for Trainings/Seminars, Registration Forms and Attendance Sheets and other capability interventions of the office;
- Assist in following-up Confirmation of Participations for Training/Seminars;
- Layout tarpaulin/design of tokens for Trainings/Seminars as per instruction of Immediate supervisor;
- Assist in updating the PCF Website and Subaybayan;
- Ensure the proper communication of Travel Orders/Regional Orders to concerned person/s;
- Assist in preparing and printing monitoring forms prior the travel;
- Ensure that the Monitoring Library is up to date every after-travel monitoring and responsible in reminding the Engineers to input data gathered;
- Assist in consolidating and scanning of E-RSSA forms;
- Assist in the activities of other sections/units of the Division whenever and wherever skills, knowledge and expertise are applicable; and
- Performs such other functions as may be assigned from time to time by competent authority.

**Requirements:**

1. Application letter indicating the position applied for and address to the Regional Director
2. Updated and fully-accomplished Personal Data Sheet (PDS – CSC Form 212) with attached work experience sheet
3. Copy of Official Transcript of Record and Diploma
4. Certificates of Trainings, if any

## **ADMINISTRATIVE OFFICER I**

**Salary: Php 20, 219.00**

### **Minimum Qualifications:**

<b>Education</b>	:	Bachelor's degree relevant to the position
<b>Experience</b>	:	One (1) year relevant experience related to the duties and responsibilities of the job title
<b>Training</b>	:	at least 8 hours of relevant training
<b>Other Qualifications</b>	:	Good interpersonal relationship and work attitude; Working knowledge of MS Office Applications Good moral and work ethics Good in oral and written communications

### **Functions and Responsibilities:**

- Receive and record incoming official communications/reports, and releases correspondences and documents within the division; Record official outgoing communications/reports;
- Ensure systematized filing of communications of PDMU and keeps the Communication Tracking System of PDMU up-to-date;
- Follow-up important papers/documents endorsed or referred to other offices/divisions/units/field offices for action;
- Act as point of contact, providing administrative support and managing queries from internal and external clients;
- Attend to telephone calls, and walk-in-visitors/client of the office;
- Monitor the e-mail of PDMU from time to time;
- Encode/edit draft letters, trainings/activity designs, reports, transmittals and other corresponding documents;
- Compile accomplished reports, including daily activity report, after-monitoring reports, monitoring forms, aide memoires and re-entry action plans;
- Sort and compile current records for retention/disposal;
- Assist in typing vouchers and other financial documents and reports;
- Extend secretariat support services in the preparation of Training Kits, Certificate of Appearance, Certificate of Appreciation, Certificate of Participation for Trainings/Seminars, Registration Forms and Attendance Sheets and other capability interventions of the office;
- Assist in following-up Confirmation of Participations for Training/Seminars;
- Layout tarpaulin/design of tokens for Trainings/Seminars as per instruction of Immediate supervisor;
- Assist in updating the PCF Website and Subaybayan;
- Ensure the proper communication of Travel Orders/Regional Orders to concerned person/s;
- Assist in preparing and printing monitoring forms prior the travel;
- Ensure that the Monitoring Library is up to date every after-travel monitoring and responsible in reminding the Engineers to input data gathered;
- Assist in consolidating and scanning of E-RSSA forms;
- Assist in the activities of other sections/units of the Division whenever and wherever skills, knowledge and expertise are applicable; and
- Performs such other functions as may be assigned from time to time by competent authority.

### **Requirements:**

1. Application letter indicating the position applied for and address to the Regional Director
2. Updated and fully-accomplished Personal Data Sheet (PDS – CSC Form 212) with attached work experience sheet
3. Copy of Official Transcript of Record and Diploma
4. Certificates of Trainings, if any

**ADMINISTRATIVE AIDE IV****Salary : Php 14, 400.00****Minimum Qualifications:****Education** : College graduate**Experience** : None required**Training** : None required**Other Qualifications** : Good interpersonal relationship and work attitude;  
Working knowledge of MS Office Applications  
Good moral and work ethics  
Good in oral and written communications**Functions and Responsibilities:**

- Receive and record incoming official communications/reports, and releases correspondences and documents within the division; Record official outgoing communications/reports;
- Encodes/types drafts of letters, reports or research data; sorts and compiles current records for retention/disposal
- Updates databases/masterlist;
- Performs clerical works; and
- Performs such other functions as may be assigned from time to time

**Requirements:**

1. Application letter indicating the position applied for and address to the Regional Director.
2. Updated and fully-accomplished Personal Data Sheet (PDS – CSC Form 212) with attached work experience sheet.
3. Copy of Official Transcript of Record and Diploma.
4. Certificates of Trainings, if any.