

## NOTICE OF VACANCY

Please be informed that the DSWD-CAR is inviting applicants (regardless of gender, civil status, disability, religion, ethnicity, or political affiliation) to fill-up the hereunder **anticipated** vacant positions:

### 1 – PROJECT DEVELOPMENT OFFICER II - Finance (CONTRACT OF SERVICE) under the Disaster Response Assistance and Management Section – Climate Change Adaptation and Mitigation (CCAM)

Item Number: ---  
Vice: ---  
Monthly Salary: P31,403.33 (SG 15)  
Area of Assignment: Field Office

**Minimum Qualification Standards**

**Education** : Bachelor's Degree relevant to the job  
**Training** : 4 hours relevant training  
**Experience** : 1 year relevant experience  
**Eligibility** : CS Professional/RA 1080 (2nd level) Eligibility

<b>Brief Description of the General Function of the Position</b>	Under the direction and with substantial latitude for the exercise of independent judgment, engaged in varied and special work pertaining to Climate Change Adaptation and Mitigation (CCAM) and Disaster Risk Reduction Management and coordinates with the FO's Budget, Accounting, Cash Section and to FO CCAM financial monitoring and evaluation division and to Central Office CCAM Focal Person re: CCAM financial matters, assist the supervisor in consolidating annual CCAM budgets, verifies request for disbursement and determined availability of funds and forward these to the supervisor, prepares quarterly and year-end adjustment of unspent funds and act as secretariat to RDRRMC-Response Pillar during the activation of the Response Operation Center, among others.
--	---

Interested and qualified applicants may submit their application to the undersigned on or before MAR 11 2018 with the following attachments:

- Fully accomplished Personal Data Sheet (CS Form No. 212 Revised 2017) (with attached summary of functions/ job description for each position held)/ Comprehensive Resume (with indicated functions/ job description for each position held)/
- Diploma
- Transcript of Records
- Certificate/s of training/s
- Certificate/s of previous and present employment (if applicable)
- Company clearance (latest employer, if applicable)
- Performance Appraisal/ Evaluation rating (if applicable)
- CSC eligibility/ PRC rating report and updated license
- NBI Clearance
- NSO Birth Certificate
- Marriage Certificate (if applicable)

**Applications with incomplete attachments will not be accepted.  
Applicants previously not considered need not apply.**

  
**JANET P. ARMIS**  
OIC Regional Director

## NOTICE OF VACANCY

Please be informed that the DSWD-CAR is inviting applicants (regardless of gender, civil status, disability, religion, ethnicity, or political affiliation) to fill-up the hereunder **anticipated** vacant positions:

### 5 – PROJECT DEVELOPMENT OFFICER II (CONTRACT OF SERVICE) under the Disaster Response Assistance and Management Section – Climate Change Adaptation and Mitigation (CCAM)

Item Number: ---  
 Vice: ---  
 Monthly Salary: P31,403.33 (SG 15)  
 Area of Assignment: Field Office, Mt. Province, Kalinga, Ifugao

**Minimum Qualification Standards**

**Education** : Bachelor's Degree relevant to the job  
**Training** : 4 hours relevant training  
**Experience** : 1 year of relevant experience on project development and management familiar and knowledgeable on topography and political situation in the country  
**Eligibility** : CS Professional/RA 1080 (2nd level) Eligibility

<b>Brief Description of the General Function of the Position</b>	Under the direction and with substantial latitude for the exercise of independent judgment, engaged in varied and special work pertaining to Climate Change Adaptation and Mitigation (CCAM) and Disaster Risk Reduction Management and performs very challenging, urgent & important work involving provision of technical assistance and resource augmentation support, requiring minimum training and considerable experience and knowledge on Climate Change Adaptation and Mitigation.
--	---

Interested and qualified applicants may submit their application to the undersigned on or before ~~MAR 11 2018~~ with the following attachments:

- Fully accomplished Personal Data Sheet (CS Form No. 212 Revised 2017) (with attached summary of functions/ job description for each position held)/ Comprehensive Resume (with indicated functions/ job description for each position held)
- Diploma
- Transcript of Records
- Certificate/s of training/s
- Certificate/s of previous and present employment (if applicable)
- Company clearance (latest employer, if applicable)
- Performance Appraisal/ Evaluation rating (if applicable)
- CSC eligibility/ PRC rating report and updated license
- NBI Clearance
- NSO Birth Certificate
- Marriage Certificate (if applicable)

**Applications with incomplete attachments will not be accepted.  
 Applicants previously not considered need not apply.**

  
**JANET P. ARMÁS**  
 OIC/Regional Director