



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
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NOTICE OF VACANCY
September 11, 2020

The **Regional Personnel Selection and Promotion Board (RPSPB)** of **DILG XII** is pleased to announce that the hereunder positions are now open:

CONTACT TRACERS
SALARY GRADE 9

JOB APPLICATION REQUIREMENTS:

1. LETTER OF INTENT OR APPLICATION LETTER addressed to:

JOSEPHINE CABRIDO-LEYSA, CESO III
 Regional Director
 DILG Regional Office XII
 Prime Regional Government Center
 Koronadal City, South Cotabato

Thru : (Respective DILG Provincial Directors)

2. SUMMARY OF PERSONAL INFORMATION AND QUALIFICATIONS
 (Template can be downloaded through tinyurl.com/summaryinfo)
3. PERSONAL DATA SHEET (PDS)
 (Template can be downloaded through tinyurl.com/Revised2017)
4. NATIONAL BUREAU OF INVESTIGATION (NBI) CLEARANCE
5. DRUG TEST RESULT

**Items 4 and 5, to be valid, should be in original copy and should have been issued to applicant within not more than six (6) months from the date of the submission of application.*

EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
(Preferably allied Medical Course, Criminology)

EXPERIENCE: Preferred experience would be any of the following:

- ✓ Worked/working as COVID-19 Contact Tracer;
- ✓ Completed a training on COVID-19 contact tracing;
- ✓ Must be skilled in data gathering and/or assisted in research and documentation;
- ✓ Must be able to interview COVID-19 cases and close contacts in order to gather data on travel history and conduct health assessments;

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, incentives and rewards and administrative assistance to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).

- ✓ Must possess the ability to advocate public health education messages; and
- ✓ Have investigative capability.

TRAINING : NONE REQUIRED
ELIGIBILITY : NONE REQUIRED

TERMS OF REFERENCE:

- I. SCOPE OF WORK: **CONTRACT OF SERVICE**
- II. DURATION OF WORK : **4 MONTHS**
- III. SPECIFIC FUNCTION AND DUTIES:

- Augment or form part of a team of existing contact tracers who will normally provide the first point of contact of cases of COVID-19 (e.g., the people who have just been confirmed as COVID-19 cases);
- Conduct case interviews, profiling, and perform an initial public health risk assessment of COVID-19 cases and their identified close contacts;
- Collaborate with other government agencies and private sector for the conduct of enhanced contact tracing;
- Collect laboratory samples, as authorized, and provide health education and give instructions about what confirmed COVID-19 cases and their contacts need to do, according to established DOH protocols;
- Refer the close contacts to isolation facilities, as necessary;
- Receive queries from the identified close and general contacts, provide advice and take action, as appropriate;
- Elevate and refer challenging or complex cases or incidents and outbreaks of COVID-19 to the designated Team Leader;
- Conduct daily monitoring of close and general contacts for at least 14 days;
- Ensure accurate, up-to-date records of contacts/action by completion of relevant records and compliance with team handover procedures;
- To work within their own competence, seeking senior advice when necessary;
- Be able to modify and adapt methods of communication to account for the differing needs of contacts especially in stressful and difficult situations and ensure polite, efficient and appropriate communications at all times;
- Contribute to the maintenance of effective systems for the surveillance of COVID-19 by providing accurate data and information and by encoding collected data in the authorized Application;
- Contribute to any necessary ongoing development of current protocols, guidance and standard operating procedures;
- Conduct active surveillance activities and advocate for implementation of the mandatory physical distancing measures at an individual level, and ensure public minimum health standards must be implemented at all times; and
- Perform Other Tasks as may be required by DILG Authorities.

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