



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
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: mail@region12.dilg.gov.ph • Website: region12.dilg.gov.ph
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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;

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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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This Office highly encourages all interested and qualified applicants, including persons with disability (PWDs), members *of* indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested applicants may submit their requirements via drop box located at the DILG Provincial/HUC Offices OR through the following email addresses starting TODAY, September 11, 2020:

FOR APPLICANTS FROM SOUTH COTABATO
dilgsouthcotabatoctt@gmail.com

FOR APPLICANTS FROM THE PROVINCE OF COTABATO
dilgcotabatoprovincectt@gmail.com

FOR APPLICANTS FROM COTABATO CITY
dilgcotabatocityctt@gmail.com

FOR APPLICANTS FROM SULTAN KUDARAT
dilgsultankudaratctt@gmail.com

FOR APPLICANTS FROM SARANGANI
dilgsaranganicctt@gmail.com

FOR APPLICANTS FROM GENERAL SANTOS CITY
dilggensanctt@gmail.com


IMPORTANT NOTE:

In the spirit of expediency, the DILG Regional Office XII has caused the dissemination of the above Notice of Vacancy (NoV). However, it is important to note that in accordance with Item VI (3) of the DILG Memorandum dated September 11, 2020 on the Guidelines in the Recruitment and Selection of Contact Tracers in the Regions, it shall be the DILG Provincial/HUC Offices thru its Provincial/City HRM Selection and Promotion Board who shall assess, evaluate, and recommend COS for hiring.

THE **DEADLINE** OF SUBMISSION OF REQUIREMENTS IS ON **SEPTEMBER 21, 2020.**

For inquiries and concerns, you may call Mr. Ryan J. Alair (HRMO Designate) at 083-228-7960.

For information and widest dissemination.


LAILYN A. ORTIZ, CESO V
Assistant Regional Director
Chairperson, RPSPB

Noted by :


JOSEPHINE CABRIDO-LEYSA, CESO III.
Regional Director



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