



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

**PUBLICATION OF POSITIONS**

October 5, 2017

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THE DILG REGIONAL OFFICE XII IS IN NEED OF THE REGIONAL PROJECT EVALUATION OFFICERS ON A CONTRACTUAL BASIS FOR THE MOBILIZATION OF THE MASA MASID.

THE FOLLOWING ARE THE REQUIREMENTS OF THE PROGRAM, VIZ:

1. REGIONAL PROJECT EVALUATION OFFICERS (2)

QUALIFICATIONS STANDARDS FOR THE POSITIONS:

- a) BACHELOR'S DEGREE PREFERABLY IN COMMUNITY DEVELOPMENT POLITICAL SCIENCE AND OTHER FIELD RELEVANT TO THE POSITION;
- b) AT LEAST 1 YEAR EXPERIENCE RELEVANT TO THE JOB;
- c) 4 HOURS OF RELEVANT TRAINING;
- d) BASIC KNOWLEDGE IN DATABASE MANAGEMENT;
- e) PROFICIENT IN DATA QUALITY ASSESSMENT AND EVALUATION;
- f) EXPERIENCE IN MONITORING AND EVALUATION, DATA ANALYSIS;
- g) PROFICIENT AND WITH THOROUGH FAMILIARITY AND WITH WORD PROCESSING, SPREADSHEET, AND PROJECT SCHEDULING COMPUTER APPLICATIONS;
- h) ABILITY TO WORK EFFECTIVELY AS A TEAM MEMBER AND INDEPENDENTLY;
- i) ABILITY TO MANAGE MULTIPLE PRIORITIES UNDER PRESSURE, TROUBLE-SHOOT AND TO MEET SHORT- AND LONG-TERM DEADLINES;
- j) EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS;
- k) ABLE TO WORK HARMONIOUSLY, COMPETENTLY AND EFFECTIVELY EVEN UNDER PRESSURE;
- l) WITH GREAT ATTENTION TO DETAILS;
- m) RESULTS ORIENTED AND WITH HIGH REGARD TO PROFESSIONALISM;
- n) EXCELLENT CRITICAL AND CREATIVE THINKING AND ANALYTICAL SKILLS; AND
- o) ENTHUSIASTIC, MOTIVATED AND TEAM ORIENTED.

ROLES AND FUNCTIONS OF THE REGIONAL PROJECT EVALUATION OFFICERS:

- a) REPORT TO THE REGIONAL DIRECTOR THRU THE REGIONAL MASA MASID FOCAL PERSON;
- b) COORDINATE WITH THE PROJECT EVALUATION OFFICER IN CHARGE AT THE CENTRAL OFFICE REGARDING DEVELOPMENTS OF

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- MASA MASID IMPLEMENTATION AT THE CITY/MUNICIPAL AND PROVINCIAL LEVEL AND ATTEND TO CALLS AND QUERIES PERTAINING TO MASA MASID PROJECT IMPLEMENTATION;
- c) ASSESS CITY/MUNICIPAL AND PROVINCIAL PERFORMANCE VICE OBJECTIVES AND OUTPUTS;
  - d) PROVIDE TECHNICAL ASSISTANCE TO THE C/MLGOOS AND PROVINCIAL FOCAL PERSON TO ENSURE PROJECT OBJECTIVES AND OUTPUTS ARE MET;
  - e) MONITOR SUBMISSION OF CITY/MUNICIPAL AND PROVINCIAL REPORTS-PHYSICAL AND FINANCIAL, AND PREPARE THE MONTHLY, QUARTERLY AND END OF THE YEAR REPORTS;
  - f) DOCUMENT LESSONS AND IDENTIFY SUCCESS AND FAILURE FACTORS AT THE END OF THE YEAR;
  - g) KEEP ABREAST OF DEVELOPMENTS IN PROJECT CHANGES AND PROGRESS IN ORDER TO ADVISE AND RECOMMEND TOOLS AND STRATEGIES TO INCREASE PROJECT PERFORMANCES AND RESULTS;
  - h) SUGGEST WAYS TO FACILITATE DATA COLLECTION AND THE FLOW OF DATA WITHIN PROJECT FIELD IMPLEMENTORS;
  - i) IDENTIFY STRENGTHS AND WEAKNESSES IN EXISTING DATA COLLECTION AND MANAGEMENT SYSTEMS AND PROPOSE SOLUTIONS;
  - j) PERFORM FIELD VISITS IF NECESSARY TO ENSURE THE QUALITY OF DATA COLLECTED BY PROJECT AND TO VERIFY THE ACCURACY OF REPORTED DATA;
  - k) ATTEND AND DOCUMENT MEETINGS RELATIVE TO MASA MASID PROJECT AS INSTRUCTED;
  - l) FACILITATE THE PROCESSING OF SALARY REQUIREMENTS OF ALL MASA MASID FIELD PERSONNEL;
  - m) RECORD, FILE AND KEEP TRACK OF FINANCIAL RECORDS AND TRANSACTIONS;
  - n) PERFORM ADMINISTRATIVE WORKS INCLUDING DRAFTING OF MEMORANDA, ADVISORIES, LETTERS ETC. RELATED TO MASA MASID PROJECT IMPLEMENTATION;
  - o) DO OTHER TASKS THAT MAY BE ASSIGNED IN RELATION TO THE MASA MASID PROJECT.

INTERESTED APPLICANTS ARE ADVISED TO SIGNIFY THEIR INTENTIONS TO THIS LEVEL TOGETHER WITH THE PERSONAL DATA SHEET, CERTIFICATES OF TRAININGS/SPECIAL COURSES/PREVIOUS EMPLOYMENT/SEMINARS, ETC. AND PHOTOCOPY OF TRANSCRIPT OF RECORDS AND DIPLOMA ON OR BEFORE OCTOBER 18, 2017.


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ORAL INTERVIEW AND WRITTEN EXAMS WILL BE ANNOUNCED LATER.

FOR INFORMATION AND WIDEST DISSEMINATION.

  
LAILYN A. ORTIZ, CESE  
OIC Assistant Regional Director  
Chairperson, RPSPB

NOTED BY:

  
REYNALDO M. BUNGUBUNG, CESO IV  
Regional Director

FAD:DTS  
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