



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

**PUBLICATION OF POSITIONS**  
 December 27, 2017

THE DILG Regional Office XII is in need of the staff under the PROJECT DEVELOPMENT MONITORING UNIT on a contractual basis.

The following are the requirements of the program, viz:

**KALSADA/CMGP STAFF**

**ENGINEER III**

**Minimum Qualifications:**

1. Male or Female;
2. Willing to be assigned in the Region/Provinces;
3. Willing to undergo field works;
4. Must not be more than 50 y.o.;
5. Registered Civil Engineer with at least 5-year work experience in the preparation of feasibility study; preparation of drawing plans, technical specifications, and cost estimates; and construction of water supply systems (by contract and by administration);
6. With knowledge on the Procurement Law (RA 9184 and its IRR);
7. Preferably, with skills on hydraulic softwares, STAAD, AutoCAD Civil 3D, excel programs and other computer skills; and
8. Must have good verbal communication skills in local dialects of the Region.

**Responsibilities**

1. Serve as the technical assistant of the PDMU;
2. Assist senior technical staff in monitoring the preparation, procurement and implementation of KALSADA/CMGP projects in all provinces within the assigned

**"Matino, Mahusay at Maaasahan"**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)520-0224 (083)228-1421 Email: dilg\_ro12@yahoo.com Website: region12.dilg.gov.ph

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area to ensure that the requirements in the CMGP Implementation Guidelines are complied with;

3. Assist senior technical staff in monitoring the preparation of CMGP project requirements by the provinces, particularly the detailed engineering design and program of works, and provide necessary technical assistance to provinces to facilitate completion of Detailed Engineering Designs (DEDs)/ Program of Works (POWs);
4. Assist senior technical staff in reviewing CMGP project requirements, particularly the DED and POWs submitted by the provinces and prepare a technical review report with recommendations for endorsement to the Area Head;
5. Assist in managing the quality assurance consultants and in reviewing their outputs prior to DILG's acceptance;
6. Assist senior technical staff in consolidating and analyzing the reports prepared and submitted by Regional Coordinators (Engineer III) on the progress of CMGP projects;
7. Undertake field visits and conduct random inspection of civil works from time to time to check the quality of works and submit Back-to-Office Report (BTOR) with comments and recommendations to the OPDS Director thru appropriate channels;
8. Assist senior technical staff in monitoring and facilitating the resolution of implementation issues in the provinces to ensure timely completion of projects;
9. Provide inputs in the preparation and implementation of provincial governance reform roadmaps on local road management, particularly on road planning, road information management, and on construction supervision and contract management;
10. Assist in the evaluation of project impacts in accordance with the Monitoring and Evaluation Framework;
11. Assist in the conduct of Local Road Management Performance Assessment and in the review of LRMPA Results, particularly on areas related to detailed engineering design, construction supervision and contract management;

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12. Assist senior technical staff in preparing correspondence concerning project implementation issues and concerns to ensure that these are promptly addressed;
13. Assist senior technical staff in reviewing Project Completion Reports prepared by the provinces;
14. Participate as facilitator or resource person in the assessment and planning workshops, capacity development and similar activities;
15. Provide technical assistance to provinces through coaching and mentoring on DED preparation, construction supervision and contract management;
16. Assist senior technical staff in coordinating the activities under the Locational Referencing System (LRS) Program and in the implementation of the Road and Bridge Information System (RBIS); and
17. Perform other duties as may be assigned by the immediate supervisor.

**DEVELOPMENT MANAGEMENT OFFICER II & III**

**Minimum Qualifications:**

1. Male or Female;
2. Willing to undergo field works;
3. Graduated four (4) year course;
4. Must not be more than 40 y.o.;
5. at least 5-year work experience related to the Project Management;
6. With knowledge on the Procurement Law (RA 9184 and its IRR);
7. Must have good verbal communication skills in local dialects of the Region;
8. Writing Skills; and
9. Computer literate.

**Responsibilities:**

**KALSADA 2016**

1. Assist in the implementation of Capacity Development Activities for KALSADA 2016 and other OPDS Road projects/program to include the following activities:

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- a.) Act as secretariat during the training/TA activities;
- b.) Coordination with the Regional/Provincial Office/Local Government Units;
- c.) Identification of invites/participants and Resources Person for the CapDev Activities;
- d.) Preparation of Memoranda, Department Order, Office Order, invitation letter/s relative to the conduct of the CapDev Activities;
- e.) Preparation of all training materials such supplies, certificates of attendance/participation, attendance sheets, etc.;
- f.) Canvassing of training venues for Bids and Award Committee (BAC) evaluation and awarding;
- g.) Preparation of pre and post evaluation report; and
- h.) Training documentation (written, video and audio).

CMGP 2017

1. Monitoring of Governance Reform Targets (Area - Region XII)

- a) Assist in the evaluation of the LGUs submission of the 2017 requirements for the release of fund;
- b) Assist in the consolidation and analysis of the performance assessment reports of provinces on LRM, PFM, and APCPI;
- c) Assist in the conduct Progress Monitoring on the implementation of governance reform targets of 4 provinces;
- d) Assist in the monitoring and check CapDev Activities of the Consulting Firm;
- e) Assist Prepare quarterly monitoring report on the progress of Governance reforms; and
- f) Assist in the collection of data on specific social and economic indicators in SCMGP project sites to aid in the outcome evaluation.

2. Assistance to the Consulting Firm

- a) Assist in the identification of CapDev activities/interventions to achieve of SCMGP reform areas based on individual road map and results of workforce review;

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- b) Assist in the development of a tool to monitor progress of Provinces in the Program's reform areas; and
- c) Assist in the conduct of priority CapDev activities to achieve 2017 reform targets through mentoring/coaching approach.

**ADMINISTRATIVE ASSISTANT II & III**

**Minimum Qualifications:**

- 1. Male or Female;
- 2. Willing to undergo field works;
- 3. Graduated four (4) year course;
- 4. Must not be more than 40 y.o.;
- 5. at least 2-years work experience related to the Project Management;
- 6. Must have good verbal communication skills in local dialects of the Region;
- 7. Writing Skills; and
- 8. Computer literate.

**Responsibilities:**

- 1. Responsible for the Records Management of SCMGP and other OPDS Road Projects;
- 2. Manages filing, storage, and security of documents;
- 3. Responds or answers telephone calls and personal inquiries and other client services regarding the Project;
- 4. Assists in follow-up and tracks the flow of documents within the Department to include vouchers, checks, and related documents;
- 5. Assists in the custodianship of supplies/materials and equipment;
- 6. Assists in the preparation of Annual Project Procurement Management Plan (PPMP);
- 7. Prepares purchase request for office supplies and materials;
- 8. Maintains records of SCMGP Project and other Road projects accountable properties;
- 9. Assists in the management and physical arrangement of the Office;

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
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10. Administer the reproduction of all communications, reports, and other documents for filing, as warranted scan all the documents for electronic safekeeping;
11. Coordinates with the Administrative Service in matters related to procurement;
12. Coordinates with the Administrative Service of the Department, or the Utility Company on matters relating to the maintenance and upkeep of the premises of the office; and
13. Performs other duties and responsibilities as may be delegated by the OPDS Director and other superiors.


Interested applicants are advised to signify their intentions to this level (Finance and Administrative Division, DILG XII, Prime Regional Center, Carpenter Hill, Koronadal City) together with the Personal Data Sheet, Certificates of Trainings/Special Courses/Previous Employment/Seminars, Certificate of Commendations, Awards and the like, if any and photocopy of Transcript of Records and Diploma on or before **JANUARY 5, 2018**.

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. BUNGBUNG, CESO IV**  
Regional Director  
FAD:DTS  
PS

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