



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Regional Office No. 5
Rizal St., Legazpi City

- I. Position: ENGINEER III
- II. No. of Vacant Position: 9
- III. Compensation: SG 19 – Php 46,791
- IV. Status of Employment: Contract of Service
- V. Qualifications:
 - Licensed Engineer
 - 3 yrs relevant experience
 - 24 hrs relevant trainings
 - Excellent written and verbal communication skills
 - With experience using Software (AutoCadd, Sketch-up, MS Word, Powerpoint, MS Excel)
- VI. Specific Duties and Responsibilities:
 - Monitors LGU's compliance with the Projects/Programs Implementing Guidelines in the provinces;
 - Monitors and ensures the regular updating of project status and information of OPDS locally-funded projects in the provinces in the Subaybayan;
 - Provides assistance to the LGUs in the AM Programming for succeeding years' funding in the provinces;
 - Assesses and evaluates project status and provide interventions as necessary and/or appropriate actions per Projects/Programs Monitoring Guidelines;
 - Supports the activities of the technical team in the regional office under the Project Development Management Unit (PDMU);
 - Supervises/Provides technical assistance (mentoring, coaching) to the LGUs in his/her coverage area, as necessary;
 - In coordination with the technical team from DILG-CO, monitors the project progress, making sure that the targets are met;
 - Provides and submits monthly report on the status of the project implementation to the DILG-CO through the OPDS;
 - Assists in the preparation of the Work and Financial Plan and Work Breakdown Structure;
 - Conducts regular project site visit in his/her respective assigned areas;
 - As necessary, provides technical assistance in the review of Program of Works and Detailed Engineering Design including the drawing plans, technical specifications, cost estimates, and include revisions for economy and efficiency of the design;
 - As necessary, attends monthly coordination meetings to ensure that project updates are discussed and issues are resolved;
 - Prepares schedule of visits to the LGUs and ensures coordination and supervisory support to the visits to the project sites;
 - Prepares Back-to-Office Report (BTOR) every travel;
 - Prepares Monthly Travel Plan as necessary;
 - Reviews the Program of Works, DEDs, and other related documents submitted by the LGUs;
 - Gathers technical baseline data of sub-projects from LGUs, as required;
 - Attends all activities related to the monitoring and evaluation;
 - Provides assistance during the conduct of assessment of functionality of the WATSAN Council;
 - Conducts profiling of LGU-Managed Water Supply System;
 - Undertakes other management functions as may be required by the Director;
 - Performs other duties as may be assigned by the immediate supervisor.