



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region V
Legazpi City, Albay

I. POSITION: Project Evaluation Officer III

II. NO. OF VACANT POSITION: One (1)

III. COMPENSATION:

Forty Two Thousand One Hundred Fifty Nine Pesos (Php 42,159.00) per month, payable in two (2) equal installments, that is on the 15th and 30th of the month.

IV. STATUS OF EMPLOYMENT: Contract of Service

V. QUALIFICATIONS:

Education: Bachelor's Degree relevant to the Job

Experience: 3 years relevant experience in community organizing and/or social development work experience in Participatory Local Governance will be an advantage

Training: 8 hours relevant training

VI. SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist the DILG Regional/Provincial RCSP/ SBDP focal Person in monitoring the preparation of SBDP project requirements by the recipient barangays to ensure that the requirements in the LGSF- SBDP Implementation Guidelines (LBC No. 135 dated January 20, 2021) are complied with.
- Monitors the preparation of LGSF-SBDP project requirements by the provinces particularly the detailed engineering design and program of works, and provide necessary assistance to facilitate completion thereof.
- Reviews the completeness of the submitted documentary requirements
- Assist the DILG Regional/Provincial RCSP/ SBDP focal Person in the monitoring and evaluation of actual project implementation.
- Assist the DILG Regional/ Provincial RCSP/ SBDP focal Person in the conduct of social preparation activities of SBDP recipient barangays.
- Assist the Provincial Government in the preparation of quarterly reports on fund utilization and status of program/project implementation using the prescribed format (Annex C of LBC No. 135) until such time that the unified Reporting system for LGUs has been developed and can be used by the LGUs.
- Assist the PLGU in complying with other prescribed posting and reporting requirements under Section 6 of LBC No. 135.
- Provide technical Assistance in the formulation of enhanced Barangay Development Plans to identify existing issues and development gaps of target barangays under the Retooled Community Support Program (RCSP).
- Assist the DILG RCSP/SBDP Regional/Provincial Focal Person in coordinating with other NGAs in the implementation of Retooled Community Support Program.
- Participate/assist in the assessment and planning workshops, trainings and similar activities.; and
- Provide up-to-date report on the monitoring of the physical and financial aspects of the program implementation;
- Ensure proper documentation of the program implementation including the pre and post implementation phase;

- Perform other tasks as may be assigned by the Regional Director or immediate supervisor