



Republic of the Philippines
Department of Education

VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Disaster Risk Reduction And Management Service		
DIVISION/UNIT:	Risk-Informed Policy And Planning Division		
POSITION PROFILE			
Position: Project Development Officer V		Salary Grade: 24 Annual Salary: ₱ 1,080,936.00	
Item No.: OSEC-DECSB-PDO5-1-2021		Other Incentives/Bonuses: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year bonus• Productivity Enhancement Incentive• Clothing Allowance• Cash Gift• Year-end bonus	
JOB DESCRIPTION			
<p>The position is responsible for assisting the Director IV in the development of frameworks and programs to guide the work of the Disaster Risk Reduction Management Service (DRRMS) on Disaster Risk Reduction and Management (DRRM), and Climate Change Adaptation and Mitigation (CCAM). The position is also responsible for overseeing and ensuring the smooth implementation of programs and projects under the Risk-Informed Policy and Planning Division (RPPD) of the DRRMS. Serving as the Chief of DRRMS-RPPD, the position is responsible for budget planning and the final review and endorsement of reports and other documents for approval of the Director IV of DRRMS.</p> <p>The position shall be in-charge of the performance monitoring and management of his/her subordinates including the provision of strategic guidance and necessary technical support. The position shall also ensure enabling environment for DRRMS personnel.</p>			
MINIMUM QUALIFICATIONS			
Education	Master's degree OR Certificate in Leadership and Management from the CSC		
Experience	4 years of supervisory/management experience		
Training	40 hours of supervisory/management learning and development intervention		
Eligibility	Career Service (Professional) Second Level Eligibility		
PREFERRED QUALIFICATIONS			
Education	Master's degree preferably related to DRRM and CCAM or Certificate in Leadership and Management from the CSC		
Experience	4 years of supervisory/ management experience preferably in DRRM, CCAM, and Budget Planning.		
Training	40 hours of supervisory/ management training/ learning, and development intervention related to DRRM, and CCAM		
Other Requirements	<p>Advance skills on the following desired:</p> <ul style="list-style-type: none">• Policy development and analysis• System wide analysis and problem-solving• Strategic Planning• Program management• Management, financial, and leadership• Communication, interpersonal, coaching, and conflict resolution• Data management and analysis, including identifying problems and trends, and developing effective solutions and strategies.		

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements* through <https://bit.ly/depedcoB100>** on or before **February 17, 2023:**

a. Letter of Intent (addressed to Mr. Albert Jerome C. Andres, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, and strand you are applying for.**

b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*

c. Curriculum Vitae

d. Photocopy of one (1) government-issued ID

e. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).

f. Photocopy of the **latest** Transcript of Records

g. Photocopy of the **3 Performance ratings** for the **last 3 rating periods (2021 & 2022)** (**One (1) performance rating is equivalent to six (6) months**)

h. Certificates of **relevant trainings** and **seminars** attended.

i. Certificates of outstanding accomplishments (**Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker**)

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

* Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.
** If the link does not redirect you to the online application form, please type the address manually.
*** Failure to submit pertinent documents before the deadline could mean disqualification.