

Date: May 5, 2021

## **NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Central Office has two (2) vacant **Director III** positions with details as follows:

### **DIRECTOR III POSITIONS (REPUBLICATION)**

No. of vacancies : Two (2)

Compensation : SG 27 (Php 126,267.00)

Item number and Place of Assignment:

**OSEC-DSWDB-DIR3-49-2004** - Social Welfare Institutional Development Bureau

**OSEC-DSWDB- DIR3-67-2004** - Standards Bureau

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree  
Experience : Three (3) years supervisory experience  
Training : None required  
Eligibility : Career Executive Service Eligible/Officer (CESE/CESO)  
Career Service Executive Eligible (CSEE)

### **PREFERRED QUALIFICATION STANDARDS**

Education : Master's Degree  
Experience : Five (5) years relevant supervisory/managerial work experience  
Training : Twenty-four (24) hours relevant supervisory/managerial training  
Eligibility : Career Executive Service Eligible/Officer (CESE/CESO)  
Career Service Executive Eligible (CSEE)

### **Job Summary:**

Subject to executive determination of policy, under delegated authority, assists the Director IV in managing the day-to-day operations of bureau/service/region to ensure timeliness of outputs, effectiveness of service delivery; and does other related tasks that may be assigned from time to time.

### **Job Description:**

1. Assists the Bureau Director on matters pertaining to his/her area of specialization;
2. Provides consultative and advisory services to the regional offices of the Department;
3. Assists the Bureau Director in developing plans, programs, operating standards, and administrative techniques for the attainment of the objectives and functions of the Bureau;
4. Recommends policies, standards and procedures for effective administration of the department, office, bureau, service, unit, program, or division;
5. Conducts preliminary investigations on complaints/grievances and ensures observance of the grievance mechanism against employees and recommends appropriate actions;
6. Takes charge of administrative matters such as budget, fiscal control, personnel and supply within the prerogative of the bureau/service/region;

7. Supervises the preparation of budget estimates, annual budget proposal and justifications for the bureau/service/region;
  8. Oversees the implementation of personnel management and development programs and activities;
  9. Reviews and consolidates periodic and special reports of the bureau/service/region;
  10. Coordinates preparation and submission of required reports;
  11. Establishes networking and linkage with donors, other potential financial institutions and proponent organizations;
  12. Provides technical advice to the Department and Attached Agencies on all matters involving the performance of the department functions including the any implications of proposed laws, policies and rules and regulations.
  13. Evaluates and utilizes technical inputs provided by technical staff on matters concerning programs and office operations. (With respect to the hierarchy of an office, technical inputs of a technical staff should be filtered by its immediate supervisor – Director III – prior to finalization of the Director IV.);
  14. Monitors, coordinates, and ensures compliance to the directive concerning programs and office operations. (As the direct supervisor of the technical staff, Director III should have the responsibility of monitoring the compliance of the staff.);
  15. Executes and implements policy standards, regulations and work plans established by the office. (Director III's and Assistant Secretary's job description);
  16. Recommends changes in program policies based on the needs of the regions;
  17. Promotes and advocates plans, programs and services of the Department to the general public, including the legislative branch, other NGOs, CSOs and other stakeholders;
  18. Collaborates, communicates and converges effectively with various internal/external stakeholders to ensure efficient service delivery/completion of work;
  19. Acts for and in the absence of the Director IV;
  20. Performs other related functions as may be assigned from time to time;
  21. Undertake review and evaluation of OBSU/Cluster WFP and MDP;
  22. Expected to adhere to all Government rules and regulations; and
  23. Performs other duties and functions as may be delegated by the Secretary.
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Qualified applicants may apply online at [www.dswd.gov.ph](http://www.dswd.gov.ph) and email/attach the following documents at [jobs@dswd.gov.ph](mailto:jobs@dswd.gov.ph) on or before **May 15, 2021**:

1. Application Letter addressed to **Director Leonardo C. Reynoso** of Human Resource Management and Development Service;
2. Comprehensive resume with Job Description and 2x2 I.D. picture or Duly accomplished Personal Data Sheet with Work Experience Sheet;
3. Copy of Transcript of Record / Diploma;
4. Copy of certificate of relevant trainings and seminars attended (if applicable);
5. Copy of duly signed Individual Performance Contract Rating (IPCR) in the last rating period (latest) or its equivalent for external applicants and must have a Very Satisfactory rating during the last period.
6. Accomplished Certification of No Pending Case/Non-conviction of any Offense (Please use the attached template).

**Note: Due to exigency of service, the applicant who will be hired may be reassigned from one station to another.<sup>1</sup>**

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<sup>1</sup> Pursuant to Career Executive Service Board Circular No. 6, series of 2004 on the Revised Policy on Security of Tenure in the Career Executive Service (CES)



**Interested and qualified applicants regardless of gender, disability civil status, ethnicity, religion, etc. may apply.**

**Walk-in applicants will not be entertained in observance to the new normal.**

**Request for extension of submission and application with incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.**

**LEONARDO C. REYNOSO, CESO III**

Director IV

Human Resource Management and Development Service

Department of Social Welfare and Development