

**Department of Social Welfare and Development**  
Field Office No. V  
Magnolia St. PBN Buraguis, Legazpi City

Date: **July 19, 2016**

MEMORANDUM

F O R : **ALL CONCERNED**  
S U B J E C T : **Vacant positions at the KALAHY-CIDSS**

We wish to inform you of the vacant positions on **Memorandum of Agreement Status** at the **KALAHY-CIDSS Project (National Community Driven Development Program)** of the DSWD Field Office V, with the following minimum qualification standards:

**One (1) Deputy Regional Program Manager, CONSULTANT**

- Education : Master's degree or equivalent in social science, management and related fields
- Training : At least 60 hours of relevant training, e.g. community driven development, management, and supervision, leadership, program management, policy development and review, planning, budgeting, monitoring, and evaluation
- Experience : At least 6 years work experience in supervisory or managerial position in a foreign assisted poverty reduction program or project

Qualified applicants may submit all of the following documents to the Records Section on or before **August 2, 2016**:

1. Application letter;
2. Comprehensive resume with 2x2 ID picture and brief job description of positions handled from previous employer
3. Photocopy of Transcript of Records

Request for extension of submission and application with incomplete documents will not be entertained.

  
**ARNEL B. GARCIA, CESO II**  
Regional Director

ABG/LRR/MBAB/ivan