

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

Date: **November 23, 2015**

MEMORANDUM

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

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

**One (1) SUB REGIONAL PROGRAM COORDINATOR, SG 24 (P 49, 750.00)**

- Education : Master's degree or equivalent in social science, development management, public administration and related fields
- Training : at least 40 hrs. 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.

Attached is the Terms of Reference of the position for your reference.

Qualified applicants may submit all of the following documents to the Records Section on or before **December 7, 2015**:

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