



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 6 (Western Visayas)
Brgy. Bolong Oeste, Sta. Barbara, Iloilo
www.region6.dilg.gov.ph

PUBLICATION OF VACANCIES

Position: Project Evaluation Officer II

Salary : ₱ 35,097.00

Salary Grade: 15

Status: Contract of Service

Contract Duration: June – December 2025

Duty Station: DILG Regional Office - Brgy. Bolong Oeste, Sta. Barbara, Iloilo

Required Education and Experience

- Bachelor's Degree in Engineering, Statistics, Public Administration, Management, Economics, Accountancy, Business Studies, Media Communications, IT related courses or its equivalent
- At least 1 year relevant experience;
- 4 hours relevant training; and
- Demonstrates familiarity with monitoring and evaluation systems, and development management.

Description of Functions:

- Administer tools and guides for the monitoring and evaluation of LGU infrastructure projects;
- Analyze evaluation results and recommend appropriate interventions, based on data obtained from the SubayBayan, RSSA, and other M&E systems;
- Assist in the administration of and data collection through the SubayBayan portal, RSSA, and other M&E systems;
- Travel in relation to the performance of a PEO II's responsibilities. As such s/he is authorized to claim transportation expenses, and per diem subject to the usual accounting and auditing rules and procedures;
- Coordinate with the LGUs and DILG City/Municipal Field Offices for their timely submission of periodic reports and other concerns;
- Facilitate capacity development activities related to RBME;
- Provide technical advice and assistance to local government units (LGUs) as needed;
- Act as facilitator or Resource Person in capacity development interventions undertaken by the office;
- Monitor and evaluate the performance of LGUs in the conduct of RBME; and



- Perform other duties and responsibilities as may be assigned by the immediate supervisors.

Expected Output/Deliverables:

- Reports and materials as committed in the Individual Performance Commitment and Review (IPCR), including the following:
 - Post-Activity Report;
 - Post-Coaching Evaluation Report;
 - Monthly Analysis/Assessment/Accomplishment Report;
 - Presentation materials; and
 - Other reports and materials required in relation to other duties as may be assigned by supervisors.
- Inputs in the development of IEC materials, including Guidebooks, Manuals, presentations, among others;
- Correspondence to project stakeholders, including Chief Local Executives through Provincial/City/Municipal Engineer, and DILG Regional Office, and other related offices;
- Individual compliance and administrative requirements; and
- Other outputs which may be assigned by immediate supervisor in relation to *RLIP* and other programs.

Specific Functions and Duties:

- Monitor and evaluate the implementation of LGSF projects in the assigned region/province/city/barangay;
- Provide timely reports on the physical status of project implementation;
- Assist Engineers in:
 - Providing technical support to LGUs in preparing and executing their maintenance programs and projects;
 - Preparing analysis of physical accomplishments of LGSF projects;
- Prepare draft evaluation reports based on field monitoring and recommend corrective or follow-up actions as needed;
- Ensure complete and organized documentation of program implementation, including pre- and post-implementation phases;
- Submit accurate and timely reports for use by the Department and other relevant stakeholders;
- Perform other tasks as may be assigned by the Regional Director or immediate supervisor.

Additional Functions (Multimedia, IT, and Online Systems Management):

- Capture, edit, and produce high-quality photo and video documentation of field activities, project monitoring, and implementation;



- Develop multimedia content and audiovisual presentations for reporting, internal briefings, and public information materials;
- Provide IT-related support, including basic troubleshooting of software/hardware and assistance with data presentation tools;
- Maintain and update online systems or platforms used for monitoring, documentation, and reporting of LGSF projects;
- Develop and maintain digital archives of reports, photos, videos, and other documentation materials;
- Support the creation and upkeep of monitoring dashboards, online forms, and shared databases to enhance reporting efficiency and data accessibility.

Interested and qualified applicants shall submit their application letters with the following supporting documents to dilg6.applicants@gmail.com not later than 5PM of **May 23, 2025**:

1. Fully accomplished Personal Data Sheet with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph (duly notarized);
2. Photocopy of Certificate of Trainings Attended (*for the last 5 years*); and
3. Photocopy of Transcript of Records.

Submitted by:


MARIA ELEANOR T. ANTIQUIERA
 Chief Administrative Officer *h to*

