

DRN: III-FO-HRMDD-HRPPMS-A-COMM- 25-01-02369-S

TO : ALL DIVISIONS/ SECTIONS/ UNIT

FROM : THE REGIONAL DIRECTOR
DSWD Field Office III

SUBJECT : FACILITATION OF THE APPROVAL AND SIGNING OF
COMPETENCY-BASED JOB DESCRIPTION (CBJD)

DATE : 10 JANUARY 2025

As part of streamlining the hiring process of vacant Contract of Service, Casual, Contractual, and Coterminous positions in the Department, one of the primary requirements per the guidelines issued by the DSWD Secretary on May 31, 2023 is the Competency Based Job Description (CBJD)/Terms of Reference (TOR) of the position. The CBJD primarily specifies the qualification standards of a certain position, including the description of the job summary and primary tasks, and the competency requirements.

As the CBJD forms crucial part in the recruitment and selection phase of applicants, it is necessary to ensure that the submitted CBJD aligns with the Department's standard qualification guide. In effect, please be strictly advised that **EFFECTIVE IMMEDIATELY, no CBJD endorsed to the Office of the Regional Director shall be approved without the countersign and prior review of the HRMDD.**

Further, only CBJDs with initial of the HR – Planning and Performance Management Section (HRPPMS) will be considered official and ready for approval of the Regional Director. This effort is to ensure the uniformity and correctness of all written information essential in the filling up of vacancies.

FOR YOUR STRICT COMPLIANCE.



DIR. VENUS F. REBULDELA