

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Delima		
FIRST NAME	Gina	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Abreo		
3. DATE OF BIRTH (mm/dd/yyyy)	03/15/1988	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country.
4. PLACE OF BIRTH	Manila, Philippines	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Biasang Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6521
8. WEIGHT (kg)	66.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	CRN021314731	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	130500827433	19. TELEPHONE NO.	(
13. SSS NO.	N/A	20. MOBILE NO.	912-333-5294
14. TIN NO.	259850611	21. E-MAIL ADDRESS (if any)	gina.delima@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V01194		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	Gianfe Irene Delima	04/01/2011
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DELIMA			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GASTADOR			
25. MOTHER'S MAIDEN NAME	IRENEA BARCOMA ABREU			
SURNAME	ABREU			
FIRST NAME	IRENEA			
MIDDLE NAME	BARCOMA			

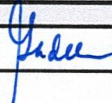
(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND


26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Hipusngo Elementary School	Elementary	1994	2000	Graduated	2000	N/A
SECONDARY	Baybay National High School	High School	2000	2004		2004	N/A
VOCATIONAL/ TRADE COURSE	TESDA	Horticulture NCII	2016	2016	Completed	2016	N/A
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2004	2008	Graduated	2008	Cum Laude
GRADUATE STUDIES	Leyte Normal University	Master in Management	2011	2014	Graduated	2014	N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/29/2024
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Attachment A

III EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
GRADUATE STUDIES	Katholieke Universiteit Leuven	Master in Sustainable Development	2017	2019	Graduated	2019	Cum Laude
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		04/29/2024		

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04/29/2024

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	VSU NSTP VSU, Baybay City	06/10/2007	03/01/2008	80	Student Assistant
	St. Anthony De Padua Parish Brgy. Pomponan, Baybay City, Leyte	05/01/2001	05/31/2004	180	Parish Catechist

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

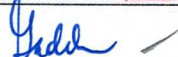
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	First International Training Program (ITP) workshop of the "Co-CiPhil: Co-creating environmental citizen science capacity in the Philippines."	05/02/2023	05/12/2023	72	Technical	KU Leuven, UHasselt and Department of Statistics, Visayas State University
	Basic Research Ethics Training	01/31/2023	02/01/2023	16	Research	Philippine Health Research Ethics Board, Philippine Council for Health Research and Development - Department of Science and Technology
	Training-Workshop on Research Ethics Committees Standard Operating Procedures for GCP Compliance	01/17/2022	01/19/2022	24	Technical	University of the Philippines Manila - National Institutes of Health (UPM-NIH) Training Program for Health Research Ethics and Good Clinical Practice, Forum for Ethical Review Committees in Asia and the Western Pacific (FERCAP)
	Web-based Geospatial Risk Database for COVID-19 Pandemic Response & Recovery Training	06/16/2020	06/23/2020	32	Technical	National Resilience Council, Zuelig Family Foundation, Xavier University, Epimerics
	Training Workshop on Course-Module Products for Flexible Learning in HEI Webinar Series	06/11/2020	06/19/2020	56	Instruction	Eastern Visayas Higher Education Institutions
	Leadership for Resilient LGU	02/05/2020	02/07/2020	16	Managerial	National Resilience Council, Zuelig Family Foundation, Ateneo de Manila University
	Training on Theories and Concepts of Disaster	11/01/2018	11/03/2018	9	Technical	Mountains of the Moon University, VLIROUS, Vrije Universiteit Brussel
	Advanced Statistical Analysis	10/09/2018	10/18/2018	30	Technical	Mountains of the Moon University, VLIROUS, KU Leuven - Belgium
	Advanced Excel Training	05/18/2016	05/18/2016	8	Technical	Catholic Relief Services
	Gender Sensitivity Orientation-Workshop	05/03/2016	05/03/2016	8	Technical	Catholic Relief Services
	HORTICULTURE NCII	05/01/2016	10/31/2016	255	Technical	TESDA AND BALANGIGA NATIONAL AGRICULTURE SCHOOL
	Training of Trainers for Disaster Risk Reduction	01/27/2016	02/09/2016	72	Technical	Catholic Relief Services
	TOT Disaster Risk Management and Contingency Planning	10/29/2015	10/29/2015	8	Technical	USAID, CRS, Center for Disaster Preparedness (CDP)
	Seminar on Standards and Certification for Organic Agriculture	07/29/2008	07/30/2008	16	Technical	Bureau of Agriculture and Fisheries

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Training Facilitation		N/A		Philippine Sociological Society
	Documentation				
	Research				
	Project Management				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/29/2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ NO

If YES, give details: _____

Date Filed: _____

Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? ☐ YES ☒ NO

If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? ☐ YES ☒ NO

If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Love Lyn Catalan	Guimba, Nueva Ecija	0966 730 9363
Dr. Kewan Mertens	KU Leuven, Belgium	kewan.mertens@minesparis-psl.eu
Lilian Nunez	Visayas State University	lilian.nunez@vsu.edu.ph

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



Gadelma
GINA A. DELIMA


PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PASSPORT**

ID/License/Passport No.: **P2243149B**


Date/Place of Issuance: **05/22/2019 / Philippine Embassy Brussels**



Signature (Sign inside the box)

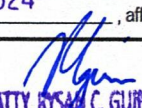
04/29/2024

Date Accomplished



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SUBSCRIBED AND SWORN to before me this **14 MAY 2024**, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSA C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

Legal

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: January 9, 2024 to present
- Position: Faculty (Instructor II)
- Name of Office/Unit: Institute for Strategic Research and Development Studies (ISRDS)
- Immediate Supervisor: Lilian B. Nuñez, ISRDS Director
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte 6521
- List of Accomplishments and Contributions (if any)
 - Prepares course syllabi and learning materials (printed & online-ready) for undergraduate and graduate students and conducts classes. Courses taught: Introduction to Sociology; Gender and Society; Poverty, Peace, and the Peasantry; Resources Management, Access, and Benefit-Sharing; Social Program Planning, Monitoring, and Evaluation.
 - Prepares research proposal and conducts approved research. Research Projects Titles: (1) Developing a smart and sustainable DRRM model in Eastern Visayas, Philippines; (2) More than Just Food: Exploration of different meanings assigned to healthy and unhealthy foods; and (3) Gender and Development in Support to VSU's Instruction, Research and Extension functions
 - Plans and implements project extension activities which mostly involved the conduct of training and seminar. Extension Project Titles: (1) Strengthening Rural-Based Organizations; (2) Leadership for Resilient LGUs
 - Performs administrative functions - supports student enrolment process, facilitates student orientations
 - Reviews research proposals in the university related to socio-economic, gender, and climate resilience as part of Technical Working Committee of the University and Ethics Review
 - Co-organizes scientific conferences, webinars, and lectures at the university.
 - Builds partnership local and international partnerships with academes and development organizations.

- Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching-related functions, among others, the following:
 - a. Prepares and revised teaching materials/guides and submit them to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within the prescribed period to the Registrar through the department
 - e. Makes himself available for consultation by his/her students during scheduled consultation hours
2. Performs research and/or extension functions, among others the following:
 - a. Prepares research/extension proposals
 - b. Implements duly approved research/extension projects within time frame
 - c. Prepares and prepares reports within the prescribed period
 - d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
 - e. Submits output for possible publication

- Duration: May 1-July 15, 2017
- Position: Economic Inclusion Officer
- Name of Office/Unit:
- Immediate Supervisor: Roy Adwyait
- Name of Agency/Organization and Location: People In Need (PIN), Guiuan, Eastern Samar, PHL

- List of Accomplishments and Contributions (if any)

Conducted value-chain research of Calamansi in Eastern Samar, Philippines; Supported training of farmers and entrepreneurs; Prepared evaluation tools for trainers

- Summary of Actual Duties

Conducts research and advises programs for the inclusion of targeted sectors.

- Duration: January 2016 to April 2017
- Position: Disaster Risk Reduction Community Mobilizer
- Name of Office/Unit: Program Unit
- Immediate Supervisor: Angelo Llorin
- Name of Agency/Organization and Location: Catholic Relief Services (CRS), Salcedo, Eastern Samar, Philippines, PHL
- List of Accomplishments and Contributions (if any)
 - Conducted assessments of the capacity-building needs of the local leaders on Disaster Risk Reduction (DRR);
 - Mobilized the community residents and local leaders for capacity-building training and Community-based Disaster Risk Reduction Management (CBDRRM) planning;
 - Conducted and facilitated DRR training according to targets;
 - Organized, checked, and followed proper documentation of training outputs;
 - Worked closely with the Monitoring and Evaluation Team for the collection and analysis of M and E information;
 - Identified problems and issues affecting project implementation and proposed corrective actions
- Summary of Actual Duties
 - **Project Implementation**
 - Provide lead in the over-all coordination of the DRR Eastern Samar's field implementation in his/her assigned municipality and barangays.
 - Develop a detailed implementation plan, including budget, (on a monthly, quarterly, and/or yearly basis) in his/her assigned municipality and barangays, and ensure target achievement as per Development Implementation Plan (DIP) of the Eastern Samar DRR Project.
 - Identify capacity gaps for MDRRMC members, MDRRMO staff and BDRRMC members and propose training activities that help address the gaps identified in addition to the training activities already planned under the project.
 - Work with the DRR Team Leader in the conduct of DRR related training activities to targeted municipality and barangays.
 - Identify, organize and train key MDRRMC members, MDRRMO staff and community volunteers in facilitating participatory Community Risk Assessment and DRR planning using the Eastern Samar DRR Project tools and processes.
 - Prepare and facilitate the conduct of community meetings and training/workshop activities at the municipal and barangay with trained community facilitators, LGU partners and Field Assistants.
 - Provide leadership support in the facilitation of hazard, vulnerability and capacity assessment (community risk assessment) and formulation of DRR plans at the barangay with trained MDRRMO staff, community volunteers and Field Assistant.
 - Facilitate the integration of DRR plans to the Barangay Development Plan, Annual Investment plan and other local government planning documents.
 - Facilitate assessment and development of barangay early warning systems that is appropriate and useful to the target households at risk and vulnerable groups.
 - Facilitate the development of barangay emergency preparedness and response operating plan and procedures, contingency and evacuation plans.
 - Mobilize community and manage community drills in collaboration with MDRRMO staff, BDRRMC members and other key DRR actors from the community.
 - Provide input in the development of key messages and production of DRR IEC materials.
 - Provide input in the development of small scale grant mechanism and guidelines.
 - Seek advice from the DRR Team Leader for any technical and programmatic concerns.
 - **Monitoring, Evaluation and Learning**
 - Work closely with the Project's MEAL officer for collection and analysis of M and E information.
 - Identifies problems and issues affecting project implementation and proposes corrective actions.
 - Contribute and share good practices and lessons learnt on DRR to other colleagues.
 - Prepare monthly report and provide inputs to Project quarterly report.
 - Lead and maintain regular feedback and consultation with LGU partners to improve project implementation and delivery.
 - Participate in team meetings, donor visits and project evaluation.
 - **Finance and Budget Management**
 - Prepare and submit monthly cash forecast needs to the DRR Team Leader and Finance.
 - Close monitoring of budget utilization to ensure compliance with finance procedures and requirements and that any budget variation is acted upon;

- Work closely with the finance staff and DRR Team Leader for monitoring and review of budget to ensure timely and cost effectiveness of the project
- **Coordination and Representation**
- Maintain collaborative partnership with partner LGUs, specifically with key MDDRMC/BDRRMC members and MDRRMO staff
- Coordinate with other DRR stakeholders and other relevant government line departments at all levels to keep them informed with project implementation and ensure their involvement in improving program implementation and delivery.
- Represent CRS in meetings with national and local government officials, local and international NGOs and Church partners.
- **Supervision**
- Supervise and support the DRR Field Assistant, and trained Community Volunteers contracted by CRS to help improve project implementation.
- Other Tasks:
- Participate and assist in the conduct of trainings, conferences, seminars and workshops needed for effective implementation of the project
- Prepare to respond and deploy rapidly to emergencies.
- Report any security incidence and unusual security situation in the area to the DRR Team Leader.
- Perform other tasks as requested by the DRR Team Leader.

- Duration: April 1 – December 15, 2015
- Position: Monitoring, Evaluation, Accountability and Learning Officer - Focus on Accountability
- Name of Office/Unit: Monitoring, Evaluation, Accountability and Learning
- Immediate Supervisor: Arven Dela Cruz
- Name of Agency/Organization and Location: Catholic Relief Services (CRS), Salcedo, Eastern Samar, Philippines, PHL
- List of Accomplishments and Contributions (if any)
 - Provided technical assistance to ensure that accountability is integrated throughout the project cycle (design, implementation, and M&E) of CRS projects in the program area.
 - Provided training and guidance for project staff on relevant accountability issues.
 - Managed the feedback mechanisms to ensure an effective two-way feedbacking system with the covered communities
 - Ensured that accurate and timely responses are given to the communities

Summary of Actual Duties

Background:

Super Typhoon Haiyan (local name Yolanda) made its first landfall at 4:40 AM on November 8 in Guiuan, south-eastern Samar Island with a speed of 195 mph (348 kph). With wind speeds estimated at 195 mph Haiyan is likely the strongest tropical cyclone on record to make landfall. NDRRMC is estimating that 11.2 million people were affected (2.3 million households). According to OCHA, there were an estimated 204,131 people inside 1,031 Evacuation Centers (ECs) and another 3.9 million people living outside of ECs. CRS response will address needs in 1) Shelter 2) Water, Sanitation and Hygiene 3) Livelihoods

Primary Responsibilities:

CRS is committed to integrating accountability to communities throughout its emergency programming, and seeks a MEAL Officer focusing on Accountability to help implement accountability efforts in its recovery programs in Eastern Samar.

She/he will ensure that practical and effective mechanisms for accountability to beneficiaries and communities to be integrated into programs, through capacity building support and implementation.

Supervision:

1. Supervise a small team of between 1-6 MEAL Field Assistants focusing on Accountability.

Technical Assistance & Program Guidance:

1. Provide technical assistance to ensure that accountability is integrated throughout the project cycle (design, implementation, and M&E) of CRS projects in the program area.
2. Provide training and guidance for project staff on relevant accountability issues.
3. Share resources and information with staff on accountability.
4. Build capacity of field staff to develop accountability practices and mechanisms, applying principles as outlined by Sphere and other key guidelines.

Accountability to communities and beneficiaries:

1. Support project staff to:
 - a. Assess how beneficiaries and communities would like to receive information about CRS and its projects, and ensure that the required information is regularly shared.
 - b. Consult with beneficiaries and communities on project feedback mechanisms that are appropriate, effective, accessible and safe.
 - c. Ensure that beneficiaries and communities participate in a meaningful way at every stage of the program cycle, from design to M&E.
 - d. Monitor the effectiveness and relevance of the accountability mechanisms and practices put in place.
2. Support the program office in developing and managing central feedback handling mechanisms.

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3. Ensure appropriate coverage of feedback boxes by sector and geography, ensuring that all boxes are secure.
4. Support the set-up of feedback hotlines and helpdesks, and provide training and monitoring to relevant staff on receiving and handling feedback and complaints.
5. Ensure that the use of CRS feedback mechanisms is well communicated to and understood by the communities.
6. Ensure a regular schedule of checking and documenting community feedbacks.
7. Ensure that feedback is recorded, reviewed and acted upon.
8. Act as a focal point for handling sensitive complaints.
9. Compile weekly feedback reports for Program staff and ensure all complaints and major issues are addressed.
10. Ensure that community feedback is integrated into regular program planning, implementation, M&E and reporting.

Coordination:

1. Ensure sharing of information about the CRS accountability mechanisms with the local government units, local Catholic parishes, and other humanitarian agencies, and coordinate activities as required.

- Duration: February 3, 2014 to March 31, 2015
- Position: Emergency Food Security and Livelihood (EFSVL) Officer
- Name of Office/Unit: Program Unit – Typhoon Haiyan (Yolanda) Response
- Immediate Supervisor: Sylvie Le Guevel
- Name of Agency/Organization and Location: Oxfam GB, Ormoc City, Leyte, PHL

• **List of Accomplishments and Contributions (if any)**

- Assessed and analyzed food security & livelihood contexts which results were used in the conceptualization of the projects that were implemented and conceptualized and prepared project proposals for livelihood rehabilitation;
- Took direct responsibility in the implementation of 2 livelihood recovery projects reaching almost 3000 families in 23 villages within 5 months during the post-disaster emergency phase; Led in the rehabilitation of the post-harvest facilities of the 2 Rice Cooperatives in partnership with a government agency; Facilitated the implementation skills training of 71 rice laborers so that they can access off-farm livelihood opportunities; Supported the organizing of groups to avail the Self-Help Group project; Supported the different capacity buildings of supported Rice Cooperatives and interest groups including strategic & business planning; Line managed 2-3 assistant posts and managed community activities through meetings, FGDs, and site visits to ensure that projects are progressing according to schedule.

Summary of Actual Duties

JOB PROFILE



Oxfam

JOB TITLE: Emergency Food Security & Vulnerable Livelihood Officer (EFSVL Officer)	
DIVISION / DEPARTMENT / LOCATION: Ormoc, Philippines	JOB FAMILY: Programme Technical
SALARY:	LEVEL: National D1
OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering	
EMERGENCY RESPONSE TEAM MISSION: <ul style="list-style-type: none"> ▪ A professional team conducting rapid and effective responses ▪ Implementing appropriate emergency and early recovery humanitarian response, empowering women, men, children and communities ▪ Strengthening collaboration between Oxfam, Partners and other stakeholders to enable strategic & effective responses to reduce suffering. 	
TEAM PURPOSE: To ensure implementation of food security activities, and contribute to livelihoods recovery of the population affected by the typhoon Haiyan.	
JOB PURPOSE: The EFSVL officer has broad responsibilities and takes direct responsibilities in implementing food security and livelihoods projects in the programme areas.	
REPORTING LINES: Post holder reports to: EFSVL team leader	
KEY RESPONSIBILITIES:	
<ol style="list-style-type: none"> ▪ To assess and analyse food security & livelihood contexts by working closely with local partners and/or implementing it directly. ▪ To provide added value in designing, planning, and leading EFSVL specific projects and activities. ▪ Take direct responsibility in the implementation of EFSVL interventions such as cash transfer programmes, cash for work and agriculture (crops livestock and other intervention that can be linked to markets) both through direct implementation and working with partners. ▪ In consultation with the EFSVL team leader and partners, prepare workplans for the implementation of specific projects and activities. ▪ Through field visits and discussions, agree on sites, work to be undertaken, targeting, monitoring and reporting. ▪ Participate in improvement of programme guidelines, forms and formats and ensure proper representation of all stakeholders' views and share widely. ▪ Line manages assistant post and ensures their objectives are set. Provide guidance and support to the staff to ensure task and responsibilities are delivered. ▪ Oversee Oxfam field assistants' and community activities; ensure that projects are progressing according to schedule. ▪ To support the Team Leader in developing concept notes, project strategies, logical framework, and budget estimates and contribute actively in the report writing. ▪ To develop monitoring and evaluation mechanism in all EFSVL intervention under close supervision from the Team Leader. 	

- the Team Leader.
11. To capture all learning from every EFSVL intervention, at the same time ensure sound learning documentation and dissemination.
 12. To maintain good coordination with other stakeholders (Local Authorities, Local NGO, INGO, UN, Community, etc) and represent Oxfam when required.
 13. To provide sound judgements and recommendation on emergency and/or semi long term project and appropriate EFSVL interventions and contribute actively in the development of project documents.
 14. To synergy EFSVL interventions with other sectors related such as Public Health Promotion, Public Health Engineering.
 15. Be aware and report any advocacy issues related to EFSVL found in the field and bring it up for Oxfam concern.

DR. [Signature]
 OF THE ORIGINAL
 Institutional Evaluation Committee

- Duration: April 1, 2008 to December 15, 2013
- Position: Credit Officer / OIC Manager
- Name of Office/Unit:
- Immediate Supervisor: Adan Omillo, Buenaventura B. Dargantes
- Name of Agency/Organization and Location: Kaakbay sa Buhay at Negosyo Micro-Credit Inc., Tacloban City, PHL
 - List of Accomplishments and Contributions (if any)
 - Conducted marketing of the organization's products and services;
 - Assessed and conducted in-depth evaluation of the micro-entrepreneurs and their enterprises and value chain studies;
 - Monitored, collected payments, and prepared reports relating to the status of the supported micro-enterprises;
 - Supervised 3 personnel when assigned as the OIC Manager
 - Collaborated with local NGOs and national government agencies that extend support to micro-enterprises
- Summary of Actual Duties

EMPLOYMENT OPPORTUNITY

A micro-credit institution with operations in the Philippine Eastern Seaboard particularly in provinces of Leyte, Southern Leyte, Biliran, Samar, Eastern Samar, Surigao del Norte, Surigao del Sur, Agusan del Norte and Agusan del Sur is in need of a

CREDIT OFFICER

The Credit Officer is a line position under the Office of the General Manager. He/she is primarily responsible for the following duties and responsibilities:

- Seeking potential loan borrowers in his/her field of assignment.
- Provide technical training on the preparation of a business proposal to the potential borrowers.
- Conducting and preparing in-depth evaluation and assessment of project proposals.
- Monitoring of loan accounts including project visits, performance review, loan repayment and compliance to loan terms and conditions.
- Preparing required loan documents of approved projects prior to loan release.
- Assisting in the development of manuals, forms and guidelines of the micro-credit program of the Company.
- Preparing periodic reports on activities undertaken in his/her field of assignment.
- Assisting in research such as but not limited to agribusiness credit management, and value-chain development.
- Performing other related tasks as maybe assigned by the General Manager.

QUALIFICATIONS:

- graduate of business-related course
- with good background in computer applications (excel, word, powerpoint, internet)
- with or without experience (fresh graduate are welcome to apply)
- must be a resident of Butuan City or nearby municipalities

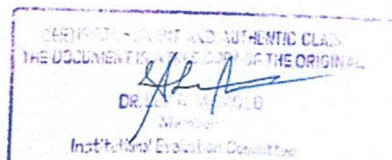
The company is an equal-opportunity employer and offers a competitive compensation and benefits package. Interested applicants must submit or send, not later than October 5, 2010 thru e-mail or fax their application letter, resume (with at least three reference persons) and 2x2 picture to:

KABUHAYAN MICRO-CREDIT INC.

- Unit 302 Goldtrade Bldg., P. Burgos St., Tacloban City
- A-638 Edgar Lao Apt., 1st St. Guingona Subd. Butuan City

e-mail: kabuhayanimicrocredit@gmail.com

Telefax: (053) 523 1936




GINA A. DELIMA
(Signature over Printed Name
of Employee/Applicant)

Date: 22 April 2024