
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant Contract of Service (COS) positions:

1. One (1) Project Development Officer III

Salary Grade / Monthly Salary: SG 18 / 39,262.30

Area of Assignment: OPD – Disaster Response Assistance and Management Unit

Minimum Requirements:

Education	–	Bachelor’s Degree relevant to the job
Training	–	8 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	None Required

Additional Requirements:

1. At least one (1) year of relevant experience in disaster operations and social services
2. With positive work attitude and can work well under pressure
3. Can work independently but also a team player
4. Computer literate (MS Office Applications)

2. One (1) Community Development Assistant II

Salary Grade / Monthly Salary: SG 9 / 18,684.60

Area of Assignment: PRPU – Convergence Strategy Program / POO-Ilocos Norte

Minimum Requirements:

Education	–	Completion of two (2) years studies in college
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	None Required

Additional Requirements:

1. Bachelor’s Degree relevant to the job
2. At least one (1) year of relevant experience in administrative/clerical work
3. With good coordination and networking skills
4. With positive work attitude and can work well under pressure
5. Can work independently but also a team player
6. Computer literate (MS Office Applications)

3. One (1) Administrative Aide III

Salary Grade / Monthly Salary: SG 3 / 12,525.70

Area of Assignment: Area I Vocational Rehabilitation Center, Dagupan City, Pangasinan

Minimum Requirements:

Education	–	Completion of two (2) years studies in college or High School
Training	–	Graduate with relevant vocational / trade course
Experience	–	None Required
Eligibility	–	None Required

1. With at least one year experience in building maintenance and related functions
2. With positive work attitude and can work well under pressure
3. With good interpersonal relationship
4. Computer literate (MS Office Applications)

4. One (1) Financial Analyst I

Salary Grade / Monthly Salary: SG 11 / 21,582.00

Area of Assignment: General Administration and Support Services Division – Budget Section

Minimum Requirements:

Education	–	Bachelor’s Degree relevant to the job
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required

Additional Requirements:

1. Preferably Bachelor’s Degree graduate of Finance-related course
2. With At least one year of finance-related experience
3. With positive work attitude and can work well under pressure
4. With good interpersonal relationship
5. Computer literate (MS Office Applications)

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **09 February 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet
2. Transcript of Records & Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended
4. Board Rating / Professional License / CS Eligibility


MARCELO NICOMELES J. CASTILLO
Regional Director