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## NOTICE OF VACANCY

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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) Management and Audit Analyst I**

**Salary Grade / Monthly Salary:** SG 11 / P21,582.00

**Area of Assignment:** Office of the Regional Director – Internal Audit Unit

**Minimum Requirements:**

Education: Bachelor's degree relevant to the job

Experience: None Required

Training: None Required

Eligibility: None Required

**Additional Requirements:**

1. At least one (1) year related experience
2. Knowledgeable in MS Office applications
3. Positive attitude to work and needs minimum supervision
4. Knowledgeable in technical writing and above average communication and facilitation skills

**2. One (1) Training Specialist I**

**Salary Grade / Monthly Salary:** SG 11 / P21,582.00

**Area of Assignment:** Institutional Development Division – Capacity Building Unit

**Minimum Requirements:**

Education: Bachelor's degree relevant to the job

Experience: None Required

Training: None Required

Eligibility: None Required

**Additional Requirements:**

1. At least one (1) year related experience
2. Knowledgeable in MS Office applications
3. Positive attitude to work and needs minimum supervision
4. Knowledgeable in technical writing and above average communication and facilitation skills

**3. One (1) Librarian I**

**Salary Grade / Monthly Salary:** SG 11 / P21,582.00

**Area of Assignment:** Institutional Development Division – Capacity Building Unit

**Minimum Requirements:**

Education: Bachelor's degree in Library and Information Science or  
Bachelor of Science in Education / Arts Major in Library Science

Experience: None Required

Training: None Required

Eligibility: None Required

**Additional Requirements:**

1. Preferably licensed Librarian
2. At least one (1) year experience related to library services
3. Knowledgeable in MS Office applications
4. Positive attitude to work and needs minimum supervision
5. With good writing and communication skills

**4. One (1) Psychologist I**

**Salary Grade / Monthly Salary:** SG 11 / P21,582.00

**Area of Assignment:** Area – I Vocational Rehabilitation Center

**Minimum Requirements:**

Education: Bachelor's degree in Psychology  
Experience: None Required  
Training: None Required  
Eligibility: None Required

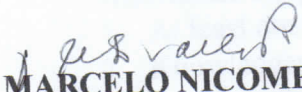
**Additional Requirements:**

1. Preferably licensed Psychologist or at least a licensed Psychometrician
2. At least one (1) year related experience
3. Knowledgeable in MS Office applications
4. Positive attitude to work and needs minimum supervision

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **12 May 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held)
2. Transcript of Records & Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended
4. Board Rating / Professional License / CS Eligibility

**Only short-listed applicants are notified.**

  
**MARCELO NICOMEDES J. CASTILLO**  
Regional Director