
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant Job Order (JO) position:

- One (1) Training Specialist I**
Salary Grade / Monthly Salary: SG 11 / P19,077.00
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:

- At least one (1) year experience in training facilitation and technical writing
- At least eight (8) hours of relevant trainings
- With good oral and written communication, presentation, facilitation and report writing skills
- With positive work attitude and can work well under pressure
- With good interpersonal relationship
- Computer literate (MS Office Applications)

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **05 May 2017** with the following attachments:

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

Only short-listed applicants are notified.


MARCELO NICOMEDES J. CASTILLO
Regional Director