
NOTICE OF VACANCY

Please be informed that the DSWD-Field Office I is inviting applicants to fill the hereunder vacant positions under Pantawid Pamilyang Pilipino Program, to wit:

1. Municipal Link (11)

Status of Employment: Contract of Service

Area of Assignment: Regionwide

Salary Grade/Monthly Salary: SG 15/P30, 321.00

Minimum Qualification Standards:

Education	:	Bachelor's degree relevant to the job
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a graduate of BS Social Work, Community Development or allied Social Science
2. Computer Literate (MS Office Applications)
3. Preferably with 1-year experience in Case Management and Community Organizing
4. With good oral and communication, presentation, facilitation and reporting skills

2. Administrative Assistant III/Municipal Roving Bookkeeper (1)

Status of Employment: Contractual-coterminous

Area of Assignment: Regionwide

Salary Grade/Monthly Salary: SG 9 / P16, 986.00

Minimum Qualification Standards:

Education	:	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a Bachelor's Degree graduate related to the job
2. Preferably with at least four (4) hours relevant training in government accounting
3. Preferably 1-year experience in government accounting
4. Computer Literate (MS Office Applications)
5. Proficient in oral and written communication

3. Social Welfare Assistant (5)

Status of Employment: Contractual-coterminous

Area of Assignment: Regionwide

Salary Grade/Monthly Salary: SG 8 / P15, 818.00

Minimum Qualification Standards:

Education	:	Completion of two-year studies in College
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a Bachelor's Degree graduate
2. Preferably with 1-year experience related to the job
3. Computer Literate (MS Office Applications)
4. Proficient in oral and written communication
5. Preferably with good presentation and coordination skills.

4. Social Welfare Assistant (14)**Status of Employment:** Contract of Service**Area of Assignment:** Regionwide**Salary Grade/Monthly Salary:** SG 8 / P17, 399.80**Minimum Qualification Standards:**

Education	:	Completion of two-year studies in College
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

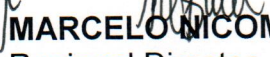
Additional Qualifications:

1. Preferably a Bachelor's Degree graduate
2. Preferably with 1-year experience related to the job
3. Computer Literate (MS Office Applications)
4. Proficient in oral and written communication
5. Preferably with good presentation and coordination skills.

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **27 June 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 and Diploma (certified photocopies)
3. Certificate of Trainings/Seminars/Employment
4. Board of Ratings/Professional License/CS Eligibility/TESDA

Only short-listed applicants are notified.


MARCELO NICOMEDES J. CASTILLO
Regional Director
6/16/2017