
NOTICE OF VACANCY

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

- 1. One (1) Social Welfare Assistant (Job Order)**
Salary Grade / Monthly Salary: SG 8 / P18,399.80
Area of Assignment: OPD - Recovery and Reintegration Program for Trafficked Persons (RRPTP)

Minimum Requirements:

Education	–	Completion of two-year studies in college
Training	–	Four (4) hours of relevant training
Experience	–	one (1) year of relevant experience
Eligibility	–	None required

Additional Requirements:

1. Preferably graduate of Bachelor of Science in Social Work
2. Preferably with RA 1080 / Registered Social Worker
3. At least 16 hours of relevant training.
4. Preferably with Career Service Sub-Professional (First Level Eligibility)
5. Highly proficient in MS Office (Word, Excel, Powerpoint, Publisher).
6. Proficient in oral and written communication.

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **25 July 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


MARCELO NICOMEDES J. CASTILLO
Regional Director