

---

## NOTICE OF VACANCY

---

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

**1. One (1) Attorney IV (Contract of Service Worker) - REPUBLICATION**

**Salary Grade / Monthly Salary:** SG 23 / P65,141.00

**Area of Assignment:** Office of the Regional Director

**Minimum Requirements:**

Education	–	Bachelor of Law / Juris Doctor
Training	–	Eight (8) hours of relevant training
Experience	–	Two (2) years of relevant experience
Eligibility	–	Republic Act No. 1080 Eligible (Bar Passer)

**2. One (1) Training Specialist I (Contract of Service Worker) - REPUBLICATION**

**Salary Grade / Monthly Salary:** SG 11 / P22,582.00

**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 experience in training facilitation and technical writing
2. At least eight (8) hours of relevant trainings
3. With good oral and written communication, presentation, facilitation and report writing skills
4. With positive work attitude and can work well under pressure
5. With good interpersonal relationship
6. Computer literate (MS Office Applications)

**3. Four (4) Social Welfare Officer I (Job Order)**

**Salary Grade / Monthly Salary:** SG 11 / P22,582.00

**Area of Assignment:** Regional Rehabilitation Center for Youth (RRCY), Urayong, Bauang, La Union

**Minimum Requirements:**

Education	–	Bachelor's Degree in Social Work
Training	–	None required
Experience	–	None required
Eligibility	–	RA 1080 – Registered Social Worker

## NOTICE OF VACANCY

### Additional Requirements:

1. With at least eight (8) hours of relevant training
2. With relevant experience in case management and project documentation
3. With good interpersonal relationship and positive attitude
4. With good oral and written communication skills

### 4. Five (5) Houseparent I (Job Order Status)

**Salary Grade / Monthly Salary:** SG 4 / 14,370.50

**Area of Assignment:** OPD – Regional Rehabilitation Center for Youth (RRCY – I),  
Urayong, Bauang, La Union

### Minimum Requirements:

Education	–	High School Graduate
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

### Additional Requirements:

1. At least two – year studies in college
2. At least one (1) year related experience
3. At least 30 – 45 years old
4. Physically fit and can work under pressure
5. With good communication skills – both oral and written
6. Expert in parenting and home management
7. Willing to be assigned in a 24 – hour shifting schedule

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **05 September 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