
NOTICE OF VACANCY

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

- 1. One (1) Project Development Officer I (Contract of Service Worker)**
Salary Grade / Monthly Salary: SG 11 / P22,582.00
Area of Assignment: Institutional Development Division – Standards Section

Minimum Requirements:

| | | |
|-------------|---|---------------------------------------|
| Education | – | Bachelor’s Degree relevant to the job |
| Training | – | None required |
| Experience | – | None required |
| Eligibility | – | None required |

Additional Requirements:

1. Bachelor’s degree relevant to the job preferably graduate of Public Administration, Accountancy, Social Work, Health and Environmental related courses.
2. At least six (6) months relevant experience in project / program implementation, assessment, monitoring and evaluation.
3. With good communication skills – both oral and written
4. With positive work attitude and can work well under pressure
5. With good interpersonal relationship
6. Computer literate (MS Office Applications)

- 2. One (1) Social Welfare Officer I (Contract of Service Worker)**
Salary Grade / Monthly Salary: SG 11 / P22,582.00
Area of Assignment: Institutional Development Division – Standards Section

Minimum Requirements:

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

Additional Requirements:


1. At least six (6) months relevant experience in project / program implementation, assessment, monitoring and evaluation
2. With good communication skills – both oral and written
3. With positive work attitude and can work well under pressure
4. With good interpersonal relationship
5. Computer literate (MS Office Applications)

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **11 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

Note:

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and those from any Sexual Orientation and Gender identities are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO
Regional Director
09/04/2017