
NOTICE OF VACANCY

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

1. Project Development Officer II

Status of Employment	:	Contract of Service
Area of Assignment	:	POO Ilocos Norte
Salary Grade/ Monthly Salary	:	SG 15 / P31, 321.50

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. Computer Literate (MS Office Applications)
2. With positive work attitude and can work well under pressure
1. With good communication, presentation, and analytical skills

2. Administrative Assistant III / Municipal Roving Bookkeeper (4)

Status of Employment	:	Contract of Service
Area of Assignment	:	Regionwide
Salary Grade/ Monthly Salary	:	SG 9 / P 19, 684.00

Minimum Qualification Standards:

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

Additional Qualification Standards:

1. Preferably Bachelor's degree graduate relevant to the job
2. Preferably with at least four (4) hours relevant training in government accounting

3. Preferably with knowledge and skills in community organizing
4. Computer Literate (MS Office Applications)
5. With good communication, presentation, facilitation, and report writing Skills

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **13 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 and Diploma (certified photocopies)
3. Certificate of Trainings/Seminars/Employment
4. Board of Ratings/Professional License/CS Eligibility/TESDA

Note:

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and those from any sexual orientation and gender identities (SOGI) are encourage to apply.


MARCELO NICOMEDES J. CASTILLO
Regional Director