
NOTICE OF VACANCY

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

- 1. One (1) Social Welfare Officer II (COS Worker)
Four (4) Social Welfare Officer II (Job Order)
Salary Grade / Monthly Salary: SG 15 / P31,321.50
Area of Assignment: Adoption Resource and Referral Section**

Minimum Requirements:

Education: Bachelor's Degree in Social Work
Training: 4 hours of relevant training
Experience: 1-year relevant experience
Eligibility: RA 1080 (Registered Social Worker)

Additional Qualifications:

1. Knowledgeable in working with children, youth and family welfare cases.
2. Knowledgeable in MS Office applications.
3. Willing to work beyond office hours as necessary.
4. With good oral and written communication skills
5. With positive work attitude and can work under pressure.
6. Has the initiative and can work with less supervision.

- 2. Ten (10) Social Welfare Assistant (Job Order)
Salary Grade / Monthly Salary: SG 8 / P18,399.80
Area of Assignment: Protective Services Program / E-AICS**

Minimum Requirements:

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

Additional Qualifications:

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping
2. Highly proficient in MS Office applications
3. With good oral and written communication skills
4. With positive work attitude and can work under pressure.

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **02 October 2017** with the following attachments:

1. Comprehensive Resume or Updated Personal Data Sheet (CS Form 212, Revised 2017) with attached job descriptions / summary of functions for each position held
2. Transcript of Records & Diploma (certified photocopies)
3. Latest Certificates of Trainings / Seminars attended
4. CS Eligibility / TESDA Eligibility

Note:

1. Only shortlisted applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs), Solo Parents and those from any sexual orientation, and gender identities (SOGI) are encouraged to apply.



MARCELO NICOMEDES J. CASTILLO
Regional Director
09/26/2017