
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. (1) Project Development Officer II/ Municipal Link

Status of Employment: Contractual co-terminous

Area of Assignment: Regionwide

Salary Grade/Monthly Salary: SG 15/P27, 565.00

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. Preferably a graduate of BS Social Work, Community Development or allied Social Science
2. Proficient in MS Office applications (Word, Excel, and Power Point)
3. Preferably with 1-year experience in Case Management and Community Organizing
4. With good oral and communication, presentation, facilitation and reporting skills

2. (1) Project Development Officer II/ Child Psychologist

Status of Employment: Contractual co-terminous

Area of Assignment: IDD/HRDU

Salary Grade/Monthly Salary: SG 15/P27, 565.00

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. With knowledge in Human Resource Management and Competency-based recruitment
2. With knowledge in Civil Service laws and rules on appointments and other personnel actions.
3. With good oral and communication, presentation, facilitation and reporting skills

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than 27 October 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 encouraged to apply.

Marcelo N. Castillo

MARCELO NICOMEDES J. CASTILLO

Regional Director

10/18/2017