
NOTICE OF VACANCY

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

1. One (1) Administrative Officer IV – SG 15

Area of Assignment: General Administration and Support Services Division
Salary Grade / Monthly Salary: SG 15 / P27,565.00

Minimum Requirements:

Education: Bachelor's degree relevant to the job
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Professional) / Second Level Eligibility

Additional Requirements:

1. At least 16 hours of related trainings
2. At least two (2) years relevant experience preferably in government setting
3. Great attention to details
4. Able to work harmoniously, competently, and effectively even under pressure
5. Computer literate

2. One (1) Houseparent I

Area of Assignment: Regional Rehabilitation Center for Youth, Bauang, La Union
Salary Grade / Monthly Salary: SG 4 / P12,155.00

Minimum Requirements:

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

Additional Qualifications:

1. At least two – year studies in college
2. At least one (1) year relevant experience preferably in government setting
3. With good communication skills – both oral and written
4. Expert in parenting and housekeeping

Interested applicants may submit their application to specific positions and area of assignment to the undersigned through the Human Resource Development Unit not later than **16 November 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet
2. Transcript of Records and Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended for the last three (3) years

4. Board Rating / CS Eligibility / Professional License
5. Certification from the school for Masteral units earned or completed if there is any

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
11/06/2017