
NOTICE OF VACANCY

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

1. (1) Training Specialist I

Status of Employment: Contractual co-terminous
Area of Assignment: Institutional Development Division – CBU
Salary Grade/Monthly Salary: SG 11 / P19, 620.00

Minimum Qualification Standards:

Education : Bachelor's degree
Training : None required
Experience : None required
Eligibility : None required

Additional Qualifications:

1. At least one (1) year related experience
2. Preferably with at least four (4) hours relevant training
3. Computer Literate (MS Office Applications)
4. Positive attitude to work and with minimum supervision
5. Knowledgeable in technical writing and above average communication and facilitation skills

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than 17 November 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 NICOMEDES J. CASTILLO

Regional Director

11/8/2017