
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/ Beneficiary Data Officer

Status of Employment : Contractual co-terminous
Area of Assignment : POO Pangasinan
Salary Grade/Monthly Salary: SG 15/P29, 010.00

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 2 years' experience in collecting, recording accurate data and information and data analysis
2. With at least 8 hours of relevant training
3. Highly proficient in Word Processing, Spread Sheet and Presentation
4. With positive work attitude and can work under pressure
5. With good interpersonal relationship

2. Administrative Assistant III/Senior Bookkeeper

Status of Employment : Contractual co-terminous
Area of Assignment : DSWD FO I, GASSD
Salary Grade/Monthly Salary : SG 9/P17, 473.00

Minimum Qualification Standards:

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

Additional Qualifications:

1. Bachelor's Degree graduate related to the job
2. With 1-year experience in government accounting
3. With at least four (4) hours relevant training in government accounting

4. Proficient in MS Office applications (Word, Excel and Power Point)
5. With good communication, presentation, facilitation, and report writing Skills

3. SWA/Community Facilitator Assistant (MCCT) (2)

Status of Employment : Contractual Co-terminous
Area of Assignment : Regionwide
Salary Grade/Monthly Salary: SG 8/P16, 282.00

Minimum Qualification Standards:

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

Additional Qualifications:

1. Bachelor's Degree graduate related to the job
2. With 1-year experience in community work/organizing Indigenous Peoples
3. With at least four (4) hours relevant training in community organizing
4. With knowledge and skills in Community Organizing Indigenous Cultural Communities (ICC)
5. Preferably from the Indigenous Cultural Communities (ICC) and can speak Tagalog and the language of the ICC
6. Proficient in MS Office applications (Word, Excel and Power Point)
7. Proficient in oral and written communication

4. Social Welfare Assistant

Status of Employment : Contractual co-terminous
Area of Assignment : Regionwide
Salary Grade/Monthly Salary: SG 8/P16, 282.00

Minimum Qualification Standards:

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

Additional Qualifications:


1. Bachelor's Degree graduate related to the job
2. Preferably with 1-year experience in community organizing
3. With at least four (4) hours relevant training
4. Proficient in MS Office applications (Word, Excel and Power Point)
5. Proficient in oral and written communication

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than 19 January 2018 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 NICOMELES J. CASTILLO
Regional Director
1/10/2018