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## NOTICE OF VACANCY

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

**1. One (1) Project Development Officer II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 15 / 31,403.33

**Area of Assignment:** Promotive Services Division – Sustainable Livelihood Program

**Minimum Requirements:**

Education	–	Bachelor's degree relevant to the job
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None required

**Additional Requirements:**

1. Bachelor's degree in any business related courses, and/or social science courses
2. With at least eight (8) hours relevant training in project management, social entrepreneurship, business plan development, business operations, project implementation, monitoring and evaluation, and/or community organizing
3. With at least two (2) year experience in development – related projects involving community organizing, microenterprise development, and/or capacity building
4. Computer Literate with basic knowledge on MS applications, capable of writing technical reports, capable of collecting and recording accurate data and information, data analysis and preferably with knowledge on accounting, statistics, and project management
5. With positive work attitude and can work under pressure
6. With good interpersonal relationship
7. Preferably with CS Eligibility

**2. One (1) Administrative Assistant II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 8 / 18,480.07

**Area of Assignment:** Protective Services Division – Adoption Resources and Referral Unit

**Minimum Requirements:**

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 Requirements:**

1. With at least one (1) year experience in clerical / administrative works.
2. With at least eight (8) hours relevant training
3. Proficient in MS application (Word, Excel, and PowerPoint)
4. Proficient in oral and written communication.
5. Preferably with Career Service Sub-Professional (First Level Eligibility)

**3. One (1) Administrative Aide IV (Contract of Service) – Anticipated Vacancy**

**Salary Grade / Monthly Salary:** SG 4 / 14,575.10

**Area of Assignment:** Administrative Division – General Services Section

**Minimum Requirements:**

Education	–	Completion of two-years studies in college or High School
		Graduate with relevant vocational / trade course
Training	–	None required

Experience – None required  
Eligibility – None required

**Additional Requirements:**

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping
2. At least eight (8) hours of relevant trainings
3. With positive work attitude and can work well under pressure
4. With good interpersonal relationship
5. Computer literate (MS Office Applications)
6. Can work independently but also a team player

**4. One (1) Houseparent I (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 4 / 14,575.10

**Area of Assignment:** Protective Services Division – Regional Rehabilitation Center for Youth (RRCY – I)

**Minimum Requirements:**

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

**Additional Requirements:**

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

Interested applicants may submit their application to the undersigned thru the Human Resource Mgt. and Development Div. not later than **02 April 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 & Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended
4. Board Rating / Professional License / CS Eligibility

**Note:**

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and those from any Sexual Orientation and Gender identities are encouraged to apply.

  
**MARCELO NICOMEDES J. CASTILLO**

Regional Director

03/23/2018