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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. Two (2) Social Welfare Officer II (Contract of Service)**

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

**Area of Assignment:** Disaster Response Management Division

**Minimum Requirements:**

Education	–	Bachelor's degree in Social Work
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

**Additional Requirements:**

1. Four (4) hours of relevant training on Climate Change and Disaster Risk Reduction and Management
2. One (1) year of practical experience in community works in the implementation of DSWD – DRRM programs, projects and activities (PPAs)
3. Computer literate with knowledge on MS Office
4. Great attention to details
5. Good written and oral communication
6. Excellent analytical thinking
7. Able to work harmoniously, competently and effectively even under pressure

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

**Salary Grade / Monthly Salary:** SG 11 / 22,600.48

**Area of Assignment:** Disaster Response Management Division

**Minimum Requirements:**

Education	–	Bachelor's degree relevant to the job
Training	–	None
Experience	–	None
Eligibility	–	None

**Additional Requirements:**

1. Bachelor's degree related to Environmental / Social Science
2. Two (2) hours relevant training
3. One (1) year of practical experience in community works in the implementation of DRRM programs, projects and activities (PPAs)
4. Computer literate with knowledge on MS Office
5. Great attention to details
6. Good written and oral communication
7. Excellent analytical thinking
8. Able to work harmoniously, competently and effectively even under pressure

**3. Three (3) Administrative Assistant III (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 9 / 19,744.49

**Area of Assignment:** Disaster Response Management Division

**Minimum Requirements:**

Education	–	Completion of two (2) years studies in college
Training	–	Four (4) hours relevant training
Experience	–	Six (6) months of relevant experience
Eligibility	–	None

**Additional Requirements:**

1. Six (6) months of practical experience in community works in the implementation of DSWD – DRRM programs, projects and activities (PPAs)
2. Computer literate with knowledge on MS Office
3. Great attention to details
4. Good written and oral communication
5. Excellent analytical thinking
6. Able to work harmoniously, competently and effectively even under pressure

**4. One (1) Administrative Assistant I (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 7 / 17,313.29

**Area of Assignment:** Disaster Response Management Division

**Minimum Requirements:**

Education	–	Completion of two (2) years studies in college
Training	–	None
Experience	–	None
Eligibility	–	None

**Additional Requirements:**

1. Four (4) hours relevant training
2. One (1) year of practical experience in administrative support and clerical functions
3. Computer literate with knowledge on MS Office
4. Great attention to details
5. Good written and oral communication
6. Excellent analytical thinking
7. Able to work harmoniously, competently and effectively even under pressure

Interested applicants may submit their application to the undersigned thru the Human Resource Mgt. and Development Div. not later than **03 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