
NOTICE OF VACANCY

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

1. One (1) Administrative Officer III (Permanent)

Area of Assignment: DSWD – Field Office I, City of San Fernando, La Union

Salary Grade / Monthly Salary: SG 13 / 24,224.00

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. Good in written and oral communication
2. Knowledgeable in MS Access and MS Excel and other computer applications

2. One (1) Houseparent II (Contractual)

Area of Assignment: Regional Rehabilitation Center for Youth, Bauang, La Union

Salary Grade / Monthly Salary: SG 6 / P14,340.00

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
3. 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 **19 March 2018** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet CS Form 212, Revised 2017) with attached job descriptions / summary of functions for each position held
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. All **next-in-rank** are encouraged to submit their application for the vacant position.
2. Only shortlisted applicants are notified.
3. 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

03/09/2018