
NOTICE OF VACANCY

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

1. One (1) Medical Officer IV (Contract of Service)

Salary Grade / Monthly Salary: SG 23 / P65,541.00

Area of Assignment: Regional Rehabilitation Center for Youth – I

Minimum Requirements:

Education: Doctor of Medicine
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training
Eligibility: RA 1080 – Physician

Additional Requirements:

1. At least sixteen (16) hours of relevant training
2. Must have knowledge / skills in public health administration, program management and national health programs
3. Proficient in oral and written communication
4. With positive work attitude and can work well under pressure
5. With good interpersonal relationship

2. Four (4) Psychologist III (Contract of Service)

Salary Grade / Monthly Salary: SG 18 / P40,385.00

Area of Assignment: (1) Haven for Children; (1) Haven for Women; (1) Home for Girls; and (1) Regional Rehabilitation Center for Youth – I

Minimum Requirements:

Education: Bachelor's degree in Psychology
Experience: Two (2) years of relevant experience
Training: Eight (8) hours of relevant training
Eligibility: None Required

Additional Requirements:

1. Preferably licensed Psychologist or at least a licensed Psychometrician
2. Knowledgeable in MS application (Word, Excel, and PowerPoint)
3. Proficient in oral and written communication
4. Positive attitude to work and needs minimum supervision

3. Twelve (12) Social Welfare Officer II (Contract of Service)

Salary Grade / Monthly Salary: SG 15 / P31,403.33

Area of Assignment: (2) Haven for Children; (2) Haven for Women; (2) Home for Girls; (3) Regional Rehabilitation Center for Youth – I; (3) Area – I Vocational Rehabilitation Center

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. Highly proficient in MS applications (Word, Excel and Power Point)
2. With good interpersonal relationship and positive attitude
3. With good oral and written communication skills
4. Capability to work in a fast-paced working environment, under pressure and multi-tasks

4. Manpower Development Officer II (Contract of Service)

Salary Grade / Monthly Salary: SG 15 / P31,403.33

Area of Assignment: Home for Girls

Minimum Requirements:

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

Additional Requirements:

1. Preferably graduate of Bachelor's Degree in Social Work
2. At least 8 (eight) hours of relevant training
3. Great attention to details
4. With good coordination and networking skills
5. With good oral and written communication skills
6. Computer Literate

5. Two (2) Nurse I (Contract of Service)

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

Area of Assignment: Home for Girls and Regional Rehabilitation Center for Youth – I

Minimum Requirements:

Education	–	Bachelor of Science in Nursing
Training	–	At least eight (8) hours of relevant training
Experience	–	At least one (1) year relevant nursing experience
Eligibility	–	RA 1080 – Registered Nurse

Additional Requirements:

1. With positive work attitude and can work well under pressure
2. With good interpersonal relationship
3. Computer Literate (MS Office Applications)

6. Two (2) Administrative Assistant III (Contract of Service)

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

Area of Assignment: Haven for Children and Area – I Vocational Rehabilitation Center

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. At least one (1) year experience in clerical / administrative works
2. Highly proficient is MS application (Word, Excel, and PowerPoint)
3. With good oral and written communication skills
4. Preferably with Career Service Sub-Professional (First Level Eligibility)

7. Eight (8) Houseparent II (Contract of service)

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

Area of Assignment: (1) Haven for Children; (1) Haven for Women; (4) Home for Girls,
(1) Regional Rehabilitation Center for Youth – I; (1) Area – I
Vocational Rehabilitation Center

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. At least eight (8) hours of relevant experience
4. With good oral and written communication skills
5. Expert in parenting and housekeeping

8. Two (2) Administrative Aide VI / Utility Worker (Contract of Service)

Salary Grade / Monthly Salary: SG 6 / P16,491.00

Area of Assignment: (1) Regional Rehabilitation Center for Youth – I; (1) Area – I
Vocational Rehabilitation Center

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. At least one (1) year experience in responsible maintenance, grounds and custodial duties related to maintaining and repairing buildings, facilities and grounds.
2. With positive work attitude and can work well under pressure.
3. With good interpersonal relationship.

9. Five (5) Administrative Aide VI / Driver (Contract of Service)

Salary Grade / Monthly Salary: SG 6 / P16,491.00

Area of Assignment: (1) Haven for Children; (1) Haven for Women; (1) Home for Girls;
(1) Regional Rehabilitation Center for Youth – I; (1) Area – I
Vocational Rehabilitation Center

Minimum Requirements:

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

Additional Requirements:

1. With professional driver's license
2. At least eight (8) hours of relevant training
3. With good interpersonal relationship
4. With positive work attitude and can work well under pressure

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **06 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

04/02/2018