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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) Medical Officer IV (Contract of Service) - Republication**

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

**Salary Grade / Monthly Salary:** SG 11 / P22,600.48

**Area of Assignment:** Supplementary Feeding Program to be assigned in the provinces of Region I

**Minimum Requirements:**

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

**Additional Requirements:**

1. Preferably a graduate of Bachelor's Degree in Nutrition and Dietetics
2. With experience in book keeping, preparation and analysis of financial reports.
3. Knowledgeable in technical writing, communication skills and MS Office Applications.
4. Capability to work in a fast-paced working environment, under pressure and multi-tasks.
5. Positive work attitude to work with minimum supervision and hardworking.



Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **04 May 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

04/25/2018

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