
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office I under Pantawid Pamilyang Pilipino Program is inviting applicants to fill the hereunder vacant positions:

1. Social Welfare Officer III

Status of Employment: Contract of Service

Area of Assignment: Provincial Operations Office (Regionwide)

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

Minimum Qualification Standards:

Education	:	Bachelor's degree in Social Work
Training	:	8 hours of relevant training
Experience	:	2 years of relevant experience
Eligibility	:	RA 1080 (Registered Social Worker)

Additional Qualifications:

1. Proficient in MS Office Applications (Word, Excel, and Power Point)
2. With technical skills in Case Management and Community Organizing
3. Highly motivated with positive attitude and problem solving approach
4. With good oral and written communication skills
5. Excellent in interpersonal and communication skills
6. Supervisory experience is an advantage

2. Cluster Compliance Verification Officer

Status of Employment: Contract of Service

Area of Assignment: Provincial Operations Office (Regionwide)

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

Minimum Qualification Standards:

Education	:	Bachelor's degree relevant to the job
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:


1. With experience in collecting/recording data, data analysis and interpretation/presentation
2. With proficient oral and communication skills
3. Proficient in MS Office Applications (Word, Excel, and Power Point)
4. With positive work attitude and can work under pressure

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **27 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 and Diploma (certified photocopies)
3. Certificate of Trainings/Seminars/Employment
4. Board of Ratings/Professional License/CS Eligibility/TESDA

Note:

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and those from any sexual orientation and gender identities (SOGI) are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO
Regional Director
4/17/2018