
NOTICE OF VACANCY

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

1. One (1) Training Specialist I (Anticipated Vacancy)

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

Area of Assignment: Protective Services Division - Social Welfare Institutional Development Section

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	none required
Experience	–	none required
Eligibility	–	none required

Additional Requirements

1. Proficient in the use of computer (MS Office and other applications)
2. With good communication skills – both oral and written (English)
3. With positive work attitude and can work well under pressure
4. With good facilitation skills
5. With good coordination and networking skills

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **17 August 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

08/13/2018

BY:


ANNIELY J. FERRER
Policy and Plans Division Chief

Pursuant to:

RSO No. 2254 Series of 2018