
NOTICE OF VACANCY

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

1. One (1) Social Welfare Assistant

Salary Grade / Monthly Salary – 8 / P16,282.00

Area of Assignment: Policy and Plans Division – Policy Development and Planning Section (PDPS)

Minimum Requirements:

Education: Completion of two-year studies in college

Training: 4 hours of relevant training

Experience: 1 year relevant experience

Eligibility: Career Service Sub Professional / First Level Eligibility

Additional Requirements:

1. Knowledgeable on secretariat services
2. With good oral and written communication
3. With knowledge on monitoring, coordination and networking skills including planning and budgeting

2. One Administrative Officer V

Salary Grade / Monthly Salary - 18 / P38,085.00

Area of Assignment: Human Resource Management and Development Division – Human Resource Planning and Performance Management Section (HRPPMS)

Minimum Requirements:

Education: Bachelor's degree relevant to the job

Training: 8 hours of relevant training

Experience: 2 years of relevant experience

Eligibility: Career Service (Professional) / Second Level Eligibility

Additional Requirements:

1. With at least one (1) year experience on government human resource management and development
2. Knowledgeable on basic civil service laws and regulations
3. With adept interpersonal human relations
4. Computer literate
5. Great attention to details

Interested and qualified applicants may submit their application to specific position and area of assignment to the undersigned thru the Human Resource Management and Development Division not later than **5:00 PM of 15 August 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. Performance rating in the present position for one (1) year (if applicable)
6. 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

08/06/2018