
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position:

1. Two (2) Administrative Aide III (Contract of Service)

Salary Grade / Monthly Salary: SG 3 / PhP13,701.10

Area of Assignment: (1) Office of the Assistant Regional Director for Operations

(1) Area I Vocational Rehabilitation Center (AVRC – I), Bonuan Binloc,
Dagupan City, Pangasinan

Minimum Requirements:

| | | |
|-------------|---|--|
| Education | – | Completion of two-year studies in college or High School graduate with relevant vocational or trade course |
| Training | – | None required |
| Experience | – | None required |
| Eligibility | – | none required |

Additional Requirements:

1. With at least 6 months' experience in clerical works;
2. With good oral and written communication skills (knows how to prepare general correspondences and speeches);
3. With experience in proof reading communications and/or reports; and
4. Proficient in MS Applications (word, excel and PowerPoint).

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

Salary Grade / Monthly Salary: SG 11 / PhP22,600.48

Area of Assignment: Social Pension Project Management Office

Minimum Requirements:

| | | |
|-------------|---|---------------------------------------|
| Education | – | Bachelor's Degree relevant to the job |
| Training | – | None Required |
| Experience | – | None Required |
| Eligibility | – | None Required |

Additional Requirements:

1. Preferably graduate of Bachelor of Science in Social Work or related courses;
2. With at least one (1) year experience related to social work and program development;
3. With at least four (4) hours of relevant training;
4. Knowledgeable in technical writing and with good communication skills;
5. Knowledge in basic accounting / bookkeeping;
6. Capability to work in a fast-paced working environment, under pressure and multi-tasks;
7. Positive attitude to work and with minimum supervision; and
8. Computer literate (MS Office Applications).

3. One (1) Computer Maintenance Technologist I (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 11 / PhP22,600.48

Area of Assignment: Regional Information and Communications Technology Section

Minimum Requirements:

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

Additional Requirements

1. Bachelor of Science in Information Technology or related courses;
2. Proficient in PC troubleshooting, network, printer and other ICT peripherals (Hardware and Software);
3. Proficient in the use of MS Office Applications;
4. Proficient in the use of any multimedia applications such as but not limited to Adobe Photoshop and Premiere;
5. Knowledgeable about IT emerging technologies and in any programming languages such as PHP, JAVA and Python; and
6. Excellent in both oral and written communications.

4. Two (2) Houseparent II – Cook (Contract of service)

Salary Grade / Monthly Salary: SG 6 / 16,491.00

Area of Assignment: Regional Rehabilitation Center for Youth – I, Urayong, Bauang, La Union

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; and
6. Preferably with NC II in Cooking and/or Food Handling.

5. One (1) Houseparent II – Roving Guard (Contract of service)

Salary Grade / Monthly Salary: SG 6 / PhP16,491.00

Area of Assignment: Regional Rehabilitation Center for Youth – I, Urayong, Bauang, La Union

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; and
6. Preferably Licensed Security Guard.

6. One (1) Houseparent II (Contract of service)**Salary Grade / Monthly Salary:** SG 6 / PhP16,491.00**Area of Assignment:** Home for Girls, Agoo, La Union**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; and
6. Preferably Licensed Security Guard.

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **14 September 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; and
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
09/07/2018