
NOTICE OF VACANCY (Republication)

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

1. Planning Officer IV – SG 22

Area of Assignment: Policy and Plans Division (PPD)

Minimum Requirements:

Education: Bachelor's degree relevant to the job

Training: 16 hours of relevant training

Experience: 3 years of relevant experience

Eligibility: Career Service (Professional) / Second Level Eligibility

Additional Requirements:

1. With at least 18 units of Masteral Degree
2. At least four (4) years experience on supervisory/management related to planning, organizing, monitoring and evaluation, budgeting, policy and research preferably in government setting
3. Ability to respond quickly and efficiently in a fast – paced work environment with excellent multi-tasking capabilities
4. Above average knowledge on use of MS Office
5. Above average knowledge in planning/organizing/accounting
6. With excellent written and oral communication skills
7. Working knowledge on policy and plans development
8. Able to work harmoniously, competently, and effectively even under pressure

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 13 June 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

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

6/04/18