
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position under Contract of Service (COS) status:

- 1. Regional Committee for the Welfare of Children (RCWC) Technical Staff**
Area of Assignment: Office of the Regional Director – Attached Agency
Salary Grade / Monthly Salary: SG 18 / P35,693. 00

Minimum Qualification Standards:

Education	-	Bachelor's degree relevant to the job
Training	-	Eight (8) hours of relevant training
Experience	-	Two (2) years of relevant experience
Eligibility	-	None Required

Job Specific Requirements:

1. Graduate of Bachelor's degree in Business Administration, Public Administration, Economics, Statistics, Sociology or Social Work or other related and Allied courses.
2. With at least two (2) years of relevant professional experience on Social Development work on children and youth
3. With good oral and written communication skills
4. With good coordination and networking skills
5. Proficient in computer applications using MS Word, Excel and Power Point

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 September 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. Only **shortlisted** applicants are notified.
2. 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
09/07/2018