
NOTICE OF VACANCY

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

1. One (1) Engineer II (Job Order)

Salary Grade / Monthly Salary: SG 16 / Php 34,385.61

Area of Assignment: Protective Services Division - Center and Residential Care Facilities (CRCF)

Minimum Requirements:

Education	–	Bachelor of Science in Civil Engineering
Training	–	1-year relevant experience
Experience	–	4 hours relevant training
Eligibility	–	RA 1080 (Civil Engineer)

Additional Requirements:

1. With at least 2-year experience in general building construction, manpower requirement and equipment management and monitoring of projects;
2. With at least 1-year experience in implementing and monitoring of government projects;
3. With knowledge in RA 9184 (Government Procurement), PD 1096 (National Building Code), Occupational Safety and Health, and other laws relative to construction management;
4. With knowledge on project management;
5. With good communication and presentation skills and knowledgeable in
6. With knowledge in preparation of analysis and other reports relative to the implementation of the project; and
7. High Proficiency in MS Office applications (Word, Excel, PowerPoint and Access), AutoCAD, and STAAD.

2. One (1) Administrative Assistant II (Job Order)

Salary Grade / Monthly Salary: SG 8 / Php 18,480.07

Area of Assignment: Protective Services Division - Center and Residential Care Facilities (CRCF)

Minimum Requirements:

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	None required

Additional Requirements:

1. With at least one (1) year experience in clerical / administrative works;
2. With at least eight (8) hours relevant training;
3. Proficient in MS application (Word, Excel, and PowerPoint); and
4. Proficient in oral and written communication.

3. One (1) Nurse I (Job Order)**Salary Grade / Monthly Salary:** SG 11 / PhP 22,600.48**Area of Assignment:** Haven for Women, Dagupan City, Pangasinan**Minimum Requirements:**

Education	–	Bachelor of Science in Nursing
Training	–	At least eight (8) hours of relevant training
Experience	–	At least one (1) year relevant nursing experience
Eligibility	–	RA 1080 – Registered Nurse

Additional Requirements:

1. With positive work attitude and can work well under pressure;
2. With good interpersonal relationship; and
3. Computer Literate (MS Office Applications).

4. One (1) Houseparent I (Job Order)**Salary Grade / Monthly Salary:** SG 4 / PhP 14,575.10**Area of Assignment:** Haven for Women, Dagupan City, Pangasinan**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. With good communication skills – both oral and written
4. Expert in parenting and housekeeping

5. One (1) Administrative Aide IV (Job Order)**Salary Grade / Monthly Salary:** SG 4 / PhP 14,575.10**Area of Assignment:** Haven for Women, Dagupan City, Pangasinan**Minimum Requirements:**

Education	–	Completion of two-years studies in college or High School Graduate with relevant vocational / trade course
Training	–	None required
Experience	–	None required
Eligibility	–	None required

Additional Requirements:

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping;
2. At least eight (8) hours of relevant trainings;
3. With positive work attitude and can work well under pressure;
4. With good interpersonal relationship;
5. Computer literate (MS Office Applications); and
6. Can work independently but also a team player.

Interested applicants may submit their application not later than **11 October 2018** with the following attachments:

1. Application Letter
2. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended / Employment;
5. Board Rating / Professional License / CS Eligibility/TESDA; and
6. Certification from School for Masteral units earned or completed, if any.

Likewise, applicants are advised to hand in or send through courier to:

MS. HELEN O. NERONA

Social Welfare Officer IV / OIC-Chief, HRMDD

DSWD – Field Office 1

Quezon Avenue, City of San Fernando, La Union

Note:

1. Only **shortlisted** 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.
3. Applicants with **incomplete documents** shall not be entertained.



MARCELO NICOMEDES J. CASTILLO

Regional Director

10/04/2018