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## NOTICE OF VACANCY

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

**1. One (1) Administrative Assistant II**

Status of Employment: **Contract of Service (COS)**  
Area of Assignment: **Regional Program Management Office**  
Salary Grade/Monthly Salary: **SG 8 / 18,480.07**

**Minimum Qualification Standards:**

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

**Additional Qualifications:**

1. With at least 1-year experience in clerical works
2. With at least 8 hours relevant training
3. Proficient in MS Office Applications (Word, Excel and Powerpoint)
4. With experience in proofreading communications
5. Excellent both in oral and written communications

**2. Twenty-three (23) Project Development Officer II**

Status of Employment: **Contract of Service / Job Order**  
Area of Assignment: **Regionwide**  
Salary Grade/Monthly Salary: **SG 15 / 31,403.33**

**Minimum Qualification Standards:**

Education	-	Bachelor's degree relevant to the job
Training	-	Four (4) hours of relevant training
Experience	-	One (1) year of relevant experience
Eligibility	-	None required

**Additional Qualifications:**

1. Preferably a graduate of Bachelor's degree in any business related courses, and /or social science courses.
2. With at least eight (8) hours relevant training in project management, social entrepreneurship, business plan development, business operations, project implementation, monitoring and evaluation, and/or community organizing.
3. With at least two (2) years experience in development – related projects involving community organizing, microenterprise development, and/or capacity building.
4. Computer literate with basic knowledge on MS applications, capable of writing technical reports, capable of collecting and recording accurate data and information, data analysis and preferably with knowledge on accounting, statistics, and project management.
5. With positive work attitude and can work under pressure
6. With good interpersonal relationship
7. Preferably with CS Eligibility.

Interested applicants may submit their application not later than **08 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 and Diploma (certified photocopies)
4. Certificate of Trainings/Seminars attended for the last three (3) years
5. Board of Ratings/Professional License/CS Eligibility
6. Certification from School for Masteral units earned or completed, if any

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

**MS. RHEA R. RIDUAL-CALIX**

Administrative Officer V  
DSWD – Field Office 1  
Quezon Avenue, City of San Fernando, La Union

Note:

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs), Solo Parents and those from any sexual orientation and gender identities (SOGI) are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.

  
**MARCELO NICOMEDES J. CASTILLO**

Regional Director  
10/2/2018