
NOTICE OF VACANCY

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

1. One (1) Social Welfare Officer II (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 15 / PhP31,403.33

Area of Assignment: Regional Rehabilitation Center for Youth – I (RRCY-I)

Minimum Requirements:

Education	–	Bachelor's degree in Social Work
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

Additional Requirements:

1. With knowledge and skills in case management;
2. With good technical writing and communication skills;
3. Computer literate (MS Office applications); and
4. With good interpersonal relationship.

Interested applicants may submit their application not later than **03 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/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 **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

09/27/2018