
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office 1 under Pantawid Pamilyang Pilipino Program is inviting applicants to fill the hereunder vacant positions:

1. One (1) PDO II/Compliance Verification Officer (Republication)

Status of Employment: Contractual co-terminous

Area of Assignment: Regional Program Management Office

Salary Grade/Monthly Salary: SG 15/P29,010.00

Minimum Qualification Standards:

Education	:	Bachelor's degree relevant to the job
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. With experience in collecting/recording data, data analysis and interpretation/presentation
2. Proficient in oral and communication skills
3. Proficient in MS Office Applications (Word, Excel, and Power Point)
4. With positive work attitude and can work under pressure
5. Preferably with good presentation and coordination skills
6. Preferably with skills in facilitating assimilation to end-users

2. One (1) PDO 1/Grievance Redress System (Republication)

Status of Employment : Contractual co-terminous

Area of Assignment : Regional Program Management Office

Salary Grade/ Monthly Salary: SG 11 / P 20,179.00

Minimum Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required

Additional Qualification Standards:

1. Preferably with 1-year relevant experience related to the job
2. Preferably with at least four (4) hours relevant training
3. With good oral and written communication skills
4. Proficient in MS Office Applications (Word, Excel, and Power Point)
5. With technical skills in Grievance Management
6. With positive work attitude and can work well under pressure
7. Highly motivated with positive attitude and problem solving approach

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **26 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/Employment
5. Board of Ratings/Professional License/CS Eligibility/TESDA
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 **short-listed** applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and *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
10/17/2018