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## NOTICE OF VACANCY

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

- 1. One (1) Social Welfare Officer III / TARA Focal – REPUBLICATION**  
**Salary Grade / Monthly Salary:** SG 18 / 40,385.00  
**Area of Assignment:** Office of the Regional Director

**Minimum Requirements:**

Education	–	Bachelor’s degree in Social Work
Training	–	Eight (8) hours of relevant training
Experience	–	Two (2) years of relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

**Additional Requirements:**

1. Proficient in the use of computer (MS Office and other applications)
2. With good communication skills – both oral and written (English)
3. With positive work attitude and can work well under pressure
4. With good facilitation skills
5. With good coordination and networking skills

Interested applicants may submit their application not later than **5:00 PM on 26 November 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. HELEN O. NERONA**

Social Welfare Officer IV / OIC-Chief, Human Resource Management and Development Division  
DSWD Field Office 1  
Quezon Avenue, City of San Fernando  
2500 La Union

**Note:**

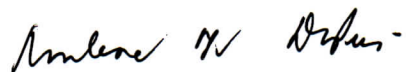
1. Only **shortlisted** applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and those from any Sexual Orientation and Gender identities are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.

**MARCELO NICOMEDES J. CASTILLO**

Regional Director

11/19/2018

**BY:**

  
**MARLENE FEBES D. PERALTA**  
ARD for Operations

Pursuant to:

SO No. 4157 Series of 2018