
NOTICE OF VACANCY

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

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

Salary Grade / Monthly Salary: SG 8 / Php16,282.00

Area of Assignment: Administrative Division – Property and Supply Management Section

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 relevant training |
| Eligibility | – | Career Service Sub-professional / First Level Eligibility |

Additional Requirements:

1. Must have at least 1-year experience in government property and supply management
2. With good technical writing skills
3. With background on government accounting
4. With good grievance management skills (initiate in resolving issues on property and supply management)

2. One (1) Social Welfare Officer III (Permanent)

Salary Grade / Monthly Salary: SG 18 / Php38,085.00

Area of Assignment: Protective Services Division

Minimum Requirements:

- | | | |
|-------------|---|------------------------------------|
| Education | – | Bachelor's Degree in Social Work |
| Training | – | 8 hours relevant training |
| Experience | – | 2 years relevant training |
| Eligibility | – | RA 1080 (Registered Social Worker) |

Additional Requirements:

1. Must have experience in case management and establishing linkages with stakeholders especially on resource augmentation
2. Proficient in MS Office Applications (Word, Excel, Power Point)
3. With good oral and written communication skills
4. Supervisory experience is an advantage

Interested applicants may submit their application not later than **5:00 PM on 28 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 Certificate; and
6. Certification from School for Masteral units earned or completed, if any.

Likewise, applicants are advised to hand in or send application through courier 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 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. 457 Series of 2018