
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 / Institutional Partnership Development 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 work experience related to monitoring and dealing with other organizations both government and private
2. Willing to work long hours, to go on field work and to handle multi tasks type of work
3. Proficient in MS Office Applications (Word, Excel, and Power Point)
4. With good oral and written communication skills
5. With good presentation, facilitation and reporting skills

2. One (1) Social Welfare Assistant

Status of Employment: Contractual-coterminous

Area of Assignment: Urdaneta City, Pangasinan

Salary Grade / Monthly Salary: SG 8 / P16,282.00

Minimum Qualification Standards:

Education	:	Completion of two-year studies in College
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a Bachelor's Degree graduate
2. Preferably with 1-year experience related to the job
3. Computer Literate (MS Office Applications)
4. Proficient in oral and written communication
5. Preferably with good presentation and coordination skills.

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **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 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:

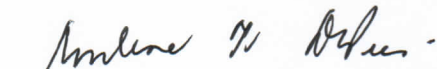
1. Only **short-listed** applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and from any sexual orientation and gender identities (SOGI) are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained

MARCELO NICOMEDES J. CASTILLO

Regional Director

11/19/2018

BY:



MARLENE FERES D. PERALTA

ARD for Operations

Pursuant to:

SO No. 457 Series of 2018