
NOTICE OF VACANCY

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

1. Two (2) Social Welfare Officer I (Contract of Service)

Salary Grade / Monthly Salary: SG 11 / Php 22,600.48

Area of Assignment: Social Pension Project Management Office

Minimum Requirements:

Education	–	Bachelor of Science in Social Work
Training	–	None required
Experience	–	None required
Eligibility	–	RA 1080 (Registered Social Work)

Additional Requirements:

1. With at least one (1) year relevant experience relevant to the job;
2. With at least eight (8) hours of relevant training;
3. With good oral and written communication skills; and
4. With good interpersonal relationship and positive attitude.

2. Two (2) Administrative Assistant I (Contract of Service)

Salary Grade / Monthly Salary: SG 7 / P17,313.29

Area of Assignment: Social Pension Project Management Office

Minimum Requirements:

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course
Training	–	None required
Experience	–	None required
Eligibility	–	None required

Additional Requirements:

1. At least college graduate;
2. With at least eight (8) hours relevant training;
3. With at least one (1) year experience relevant to the job; and
4. Civil Service Sub-Professional, First Level Eligibility.

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM on 04 January 2019** 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.

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

12/19/2018