
NOTICE OF VACANCY

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

- 1. One (1) Social Welfare Assistant** vice Ms. Charito Ria F. Salonga
Status of Employment: Contractual-coterminous
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 **7 December 2018** with the following attachments:

1. Comprehensive Resume or Updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held)
2. Transcript of Records and Diploma (certified photocopies)
3. Certificate of Trainings/Seminars/Employment
4. Board of Ratings/Professional License/CS Eligibility/TESDA

Note:

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and those from any sexual orientation and gender identities (SOGI) are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO
Regional Director
11/27/2018