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## NOTICE OF VACANCY

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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) Project Development Officer II/ City Link (Anticipated Vacancy)**  
**Status of Employment:** Contractual Co-terminous  
**Area of Assignment:** **San Carlos City, Pangasinan** (vice Jay-R C. Maglaya)  
**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. Preferably a graduate of BS Social Work, Community Development or allied Social Science
2. Proficient in MS Office applications (Word, Excel, and Power Point)
3. Preferably with 1-year experience in Case Management and Community Organizing
4. With good oral and communication, presentation, facilitation and reporting skills

- 2. One (1) Beneficiary Data Management Officer (Republication)**  
**Status of Employment:** Contract of Service  
**Area of Assignment:** **Pantawid Pamilya Prog. RPMO** (vice Marvin M. Cheng)  
**Salary Grade/Monthly Salary:** SG 15/P31,403.33

**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 1-year experience in collecting, recording accurate data and information and data analysis
2. Proficient in Word Processing, Spread Sheet and Presentation
3. With positive work attitude and can work under pressure
4. With good interpersonal relationship skill

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 8 February 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 and Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board of Ratings/Professional License/CS Eligibility/TESDA
6. IPCR with Very Satisfactory rating
7. Certification from School for Masteral units earned or completed, if any

**Note:**

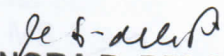
1. Only **short-listed** applicants are notified.
2. Previous applicants need not apply.
3. Applicants with **incomplete documents** shall not be entertained.
4. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and from any sexual orientation and gender identities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

**MARCELO NICOMEDES J. CASTILLO**

Regional Director

01/29/2019

**BY:**

  
**NORA D. DELA PAZ**  
OIC-ARD for Administration

Pursuant to:

SO No. 4157 Series of 2018