

NOTICE OF VACANCY

Please be informed that the DSWD – Field Office 1 under the Pantawid Pamilyang Pilipino Program is inviting applicants to fill the hereunder vacant positions:

1. One (1) Project Development Officer II/ Community Facilitator (MCCT)

Status of Employment: Contractual Co-terminous

Area of Assignment: Alilem & Sugpon, Ilocos Sur (vice Mr. Earl Allan P. Cabusora)

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 Sciences
2. With 1-year experience in community work/organizing Indigenous Peoples
3. Preferably with at least 4 hours relevant training in community organizing
4. With knowledge and skills in Community Organizing Indigenous Cultural Communities (ICC)
5. Preferably from the Indigenous Cultural Communities (ICC) and can speak Tagalog and the language of the ICC
6. Computer Literate (MS Office Applications)

2. One (1) Computer Maintenance Technologist II (MCCT)

Status of Employment: Contractual Co-terminous

Area of Assignment: Pantawid Pamilya RPMO (vice Mr. Aldrin R. Gapuz)

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. Must be a graduate of Computer related course
2. Proficient in MS Excel and other MS applications
3. Highly motivated with positive work attitude and can work under pressure
4. Knowledgeable in computer hardware troubleshooting and maintenance

3. One (1) PDO I (Grievance Redress System) Republication

Status of Employment : Contractual co-terminous

Area of Assignment : Pantawid Pamilya RPMO

Salary Grade/ Monthly Salary: SG 11 / P 20,179.00

Minimum Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required

Additional Qualification Standards:

1. Preferably with 1-year relevant experience related to the job
 2. Preferably with at least four (4) hours relevant training
 3. With good oral and written communication skills
 4. Proficient in MS Office Applications (Word, Excel, and Power Point)
 5. With technical skills in Grievance Management
 6. With positive work attitude and can work well under pressure
 7. Highly motivated with positive attitude and problem solving approach
4. **One (1) Administrative Assistant III/Municipal Roving Bookkeeper**
Status of Employment: Contractual-Coterminous
Area of Assignment: Bacnotan, San Gabriel, San Juan, La Union
(vice Ms. Desirie Mae F. Fajardo)
Salary Grade/Monthly Salary: SG 9 / P17, 473.00

Minimum Qualification Standards:

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 of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a Bachelor's Degree graduate related to the job
2. Preferably with at least four (4) hours relevant training in government accounting
3. Preferably 1-year experience in government accounting
4. Computer Literate (MS Office Applications)
5. Proficient in oral and written communication

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 31 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 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

01/22/2019