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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 position:

1. **One (1) Social Welfare Assistant** vice Ms. Grazhea Winchelle F. Reyes  
**Status of Employment:** Contractual co-terminous  
**Area of Assignment:** Solsona, Ilocos Norte  
**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 (HRMDD) not later than **5:00 PM on 28 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  
02/19/2019