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## NOTICE OF VACANCY

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

**1. One (1) Houseparent II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 6 / P 16,491.00

**Area of Assignment:** Home for Girls

**Minimum Requirements:**

Education	–	High School Graduate
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

**Additional Requirements:**

1. At least two – year studies in college
2. At least one (1) year related experience
3. With good communication skills – both oral and written
4. Expert in parenting and housekeeping

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM of 15 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 & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended / Employment;
5. Board Rating / Professional License / CS Eligibility/TESDA;
6. Certification from School for Masteral units earned or completed, if any; and
7. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, 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

02/07/2019