
NOTICE OF VACANCY

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

1. One (1) Engineer II (Contract of Service)

Salary Grade / Monthly Salary: SG 16 / P 34,385.00

Area of Assignment: DSWD Field Office 1

Minimum Requirements:

Education	–	Bachelor's degree in Civil Engineering
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	RA 1080 – Licensed Civil Engineer

Additional Requirements:

1. At least sixteen (16) hours of relevant training
2. At least two (2) years CADD and Drafting experience
3. Knowledge on pertinent rules, regulations and laws on building management (National Building Code, RA 9184 and its Implementing Rules and Regulations)
4. Knowledge on AutoCAD, 3D's Max and Photoshop shall be an advantage
5. Required skills: Pert CPM, CADD, Estimates, GANTT Chart
6. Knowledge on Project Development and Management;
7. Good analytical and problem – solving skills
8. Creative, articulate and has good presentation skills
9. Excellent oral and written communication
10. Ability to liaise well with professionals from other discipline
11. Able to work harmoniously, competently and effectively even under pressure
12. Honest and hardworking
13. With high moral values and integrity

2. One (1) Administrative Assistant II (COS)

Salary Grade / Monthly Salary: SG 8 / PhP16,282.00

Area of Assignment: Administrative Division – General Services Section

Minimum Requirements:

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 relevant experience
Eligibility	–	None required

Additional Requirements:

1. With skills in plumbing, electrical works, carpentry and masonry
2. Honest and hardworking
3. With high moral values and integrity

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
02/11/2019