
NOTICE OF VACANCY

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

1. One (1) Social Welfare Officer II (Contract of Service)

Salary Grade / Monthly Salary: SG 15 / PhP31,403.33

Area of Assignment: CRCF -Area I Vocational Rehabilitation Center (AVRC-I)

Minimum Requirements:

Education	–	Bachelor's degree in Social Work
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

Additional Requirements:

1. With knowledge and skills in case management;
2. With good technical writing and communication skills;
3. Computer literate (MS Office applications); and
4. With good interpersonal relationship.

2. One (1) Project Development Officer II (Job Order) – REPUBLICATION

Salary Grade / Monthly Salary: SG 15 / PhP31,403.33

Area of Assignment: Policy and Plans Division

Minimum Requirements:

Education	–	Bachelor's degree relevant to the job
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None required

Additional Requirements:

1. At least one (1) year experience on Quality Management System (QMS) or designated as ISO support staff / Internal Quality Auditor;
2. At least four (4) hours training related in ISO 9001:2015, risk-based thinking and internal quality audit;
3. With good facilitation skills;
4. With good technical writing and communication skills;
5. Computer literate (MS Office applications); and
6. With good interpersonal relationship.

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **03 April 2019** with the following attachments:

1. Application Letter
2. Comprehensive Resumé 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 NICOMELES J. CASTILLO
Regional Director
03/26/2019