
NOTICE OF VACANCY

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

1. One (1) Social Welfare Officer II – International Social Services (ISS) Focal Person (Job Order)

Salary Grade / Monthly Salary: SG 15 / 31,403.33

Area of Assignment: Protective Services Division – Community Based-Services Section

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 coordination and networking skills
3. With good technical writing and communication skills
4. Proficient in the use of computer (MS Office and other applications)
5. With positive work attitude and can work well under pressure

2. Two (2) Social Welfare Officer II (Job Order)

Salary Grade / Monthly Salary: SG 15 / 31,403.33

Area of Assignment: Protective Services Division – Community Based-Services Section

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 coordination and networking skills
3. With good technical writing and communication skills
4. Proficient in the use of computer (MS Office and other applications)
5. With positive work attitude and can work well under pressure

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM of 15 April 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 and copy of Professional License;
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

04/05/2019