
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant II (Job Order)

Salary Grade / Monthly Salary: SG 8 / PhP18,601.00

Area of Assignment: Supplementary Feeding Program to be mainstreamed at the Procurement 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 of relevant experience
Eligibility	–	None required

Additional Requirements:

1. With at least one (1) year experience in clerical / administrative works
2. With at least eight (8) hours relevant training
3. Proficient in the use of computer (MS Office and other applications)
4. With good communication skills – both oral and written (English)
5. With positive work attitude and can work well under pressure

2. One (1) Project Development Officer I (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Area of Assignment: Policy and Plans Division – Standards Section

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	None required
Experience	–	None required
Eligibility	–	None required

Additional Requirements:

1. Bachelor's degree relevant to the job preferably graduate of Public Administration, Accountancy, Social Work, Health and Environmental related courses
2. At least six (6) months relevant experience in project / program implementation, assessment, monitoring and evaluation
3. With good interpersonal relationship
4. Proficient in the use of computer (MS Office and other applications)
5. With good communication skills – both oral and written (English)
6. 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 May 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. Certificate/s of Board Rating / Professional License / CS Eligibility;
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

05/06/2019