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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 following anticipated vacancies:

**1. 81 Area Coordinator (Job Order)**

**Area of Assignment:** Regionwide

**Qualifications:**

1. Graduate of any four (4) year social science course or Allied profession
2. Good public speaking, interviewing, and listening skills
3. At least one (1) year experience in management and supervision
4. With conflict resolution and management skills
5. With experience in LGU engagement
6. Initiative to learn and contribute to the success of the project
7. Team player
8. Good report writing skills
9. Knowledgeable in local language or dialects of the province
10. Computer literate
11. Resident of the province of assignment
12. Willing to be deployed in far-flung or remote areas of the province
13. Physically fit (health certificate from government hospital/clinic needed)
14. Preference will be given to previously hired Area Coordinators with satisfactory performance

**2. 407 Area Supervisor (Job Order)**

**Area of Assignment:** Regionwide

**Qualifications:**

1. Bachelor's Degree in Social Science or allied profession
2. Good interviewing and communication skills
3. At least six (6) months experience in management and supervision
4. Resident of the province where he/she will be assigned to
5. Computer literate
6. Initiative to learn and contribute to the success of the Project
7. Team player
8. Good report writing skills
9. Knowledgeable in local language of dialects of the province
10. Willing to be deployed in far-flung or remote areas of the province
11. Physically fit (health certificate from government hospital/clinic needed)
12. Conflict resolution and management skills
13. Preference will be given to previously hired Area Supervisors with satisfactory performance

### **3. 2,034 Enumerator (Job Order)**

**Area of Assignment:** Regionwide

#### **Qualifications:**

1. Senior High School graduate or completed at least two (2) years of college education or its equivalent
2. Preferably with experience in the conduct of household assessment or similar projects/activities/related tasks
3. Must be a resident of the province where he/she will be assigned to
4. Must be able to write legibly
5. A team player
6. Physically fit (health certificate from government hospital/clinic)
7. Willing to be deployed in far-flung or remote areas within the province
8. Knowledgeable in local language or dialects used in the province
9. Must possess good interviewing and listening skills

### **4. Three (3) Encoding Supervisor (Job Order)**

**Area of Assignment:** Regionwide

#### **Qualifications:**

1. Bachelor's degree graduate in Information Technology, Computer Science, Computer Engineering, Technology Management, or any equivalent computer-related course
2. Computer literate, has knowledge in Office Productivity Softwares (Word, Powerpoint, Excel)
3. One (1) year of relevant experience in software and computer hardware maintenance
4. Physically fit (health certificate from government hospital/clinic)
5. Fast learner, professional, reliable, able to work independently, and as a team player
6. Must have initiative to learn and contribute to the success of the Listahanan

### **5. 407 Encoder (Job Order)**

**Area of Assignment:** Regionwide

#### **Qualifications:**

1. Senior High School graduate or completed at least one (1) year of college education
2. Computer literate
3. Above-average encoding speed
4. Fast learner, professional, reliable, and a team player
5. Must have initiative to learn and contribute to the success of Listahanan

### **6. 204 Verifier (Job Order)**

**Area of Assignment:** Regionwide

#### **Additional Requirements:**

1. Senior High School graduate or completed at least one (1) year of college education
2. Computer literate
3. Above-average encoding speed

4. Fast learner, professional, reliable, and a team player
5. Must have initiative to learn and contribute to the success of Listahanan

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 05 June 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 NICOMELES J. CASTILLO**

Regional Director

05/27/2019