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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 hereunder vacant position under the Pantawid Pamilyang Pilipino Program, to wit:

1. **One (1) Social Welfare Assistant** vice Maria Princesa M. Reboldela
- Status of Employment** : Contractual - Coterminous  
**Area of Assignment** : City of San Fernando, La Union  
**Salary Grade/ Monthly Salary** : SG 8 / P16,758.00

**Minimum Qualifications Standards:**

- Education** : Completion of two-year studies in college  
**Training** : 4 hours of relevant training  
**Experience** : 1 year of relevant experience  
**Eligibility** : None required

**Additional Qualifications:**

1. Preferably a Bachelor's Degree graduate
2. Preferably with 1-year experience related to the job
3. Computer Literate (MS Office Applications)
4. Proficient in oral and written communication
5. Preferably with good presentation and coordination skills.

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 2 May 2019** with the following requirements:


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 and Diploma (certified photocopies);
4. Certificate of Trainings / Seminars attended / Employment;
5. Board of Ratings / 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 member 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  
22 April 2019

**BY:**

  
**NORA D. DELA PAZ**  
SWO V / OIC ARD for Administration  
Pursuant to S.O. No. 4157, series of 2018