
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office 1 under Pantawid Pamilyang Pilipino Program is inviting applicants to fill the hereunder vacant position:

1. One (1) Social Welfare Assistant

Status of Employment : Contractual co-terminous
Area of Assignment : Laoac, Pangasinan
Salary Grade / Monthly Salary : SG 8 / P16,758.00

Minimum Qualification 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.

2. One (1) PDO II/Municipal Link

Status of Employment : Contractual co-terminous
Area of Assignment : Bangar, La Union
Salary Grade / Monthly Salary : SG 15 / P30,531.00

Minimum Qualification Standards:

Education : Bachelor's degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : None required

Additional Qualifications:


1. Preferably a graduate of BS in Social Work, Community Development or Allied Social Science
2. Proficient in MS Office applications (Word, Excel, and Power Point)
3. Preferably with 1-year experience in Case Management and Community Organizing
4. With good oral and communication, presentation, facilitation and reporting 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 on 24 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 and Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board of Ratings/Professional License/CS Eligibility/TESDA
6. IPCR with Very Satisfactory rating
7. Certification from School for Masteral units earned or completed, if any

Note:

1. Only **short-listed** applicants are notified.
2. Previous applicants not considered need not apply.
3. Applicants with **incomplete documents** shall not be entertained.
4. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and from any sexual orientation and gender identities (SOGI) are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO
Regional Director
10 May 2019