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## NOTICE OF VACANCY

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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) PDO II/ Monitoring & Evaluation Officer (Anticipated Vacancy)**

<b>Status of Employment</b>	:	Contract of Service
<b>Area of Assignment</b>	:	RPMO
<b>Salary Grade / Monthly Salary</b>	:	SG 11 / P22,829.00

**Minimum Qualification Standards:**

Education	:	Bachelor's degree relevant to the job
Training	:	None required
Experience	:	None required
Eligibility	:	None required

**Additional Qualifications:**

1. Preferably with one (1) year of experience related to the job
2. Preferably with four (4) hours relevant training
3. Excellent in Report Writing
4. Computer Literate (MS Office Applications)
5. Proficient in oral and written communication
6. With positive work attitude and can work well under pressure

**2. Five (5) PDO II/Municipal Link**

<b>Status of Employment</b>	:	Contract of Service
<b>Area of Assignment</b>	:	Pangasinan & Ilocos Sur
<b>Salary Grade / Monthly Salary</b>	:	SG 15 / P31,752.00

**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:**

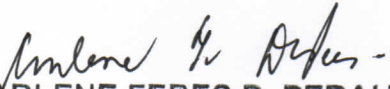
1. Only **short-listed** applicants are notified.
2. Previous applicants not considered need not apply.
3. Applicants with **incomplete documents** shall not be entertained.
4. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and from any sexual orientation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

**MARCELO NICOMEDES J. CASTILLO**

Regional Director

14 May 2019

**BY:**

  
**MARLENE FEBES D. PERALTA**  
ARD for Operations

Pursuant to:

SO No. 4157 Series of 2018