
NOTICE OF VACANCY

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

1. One (1) Project Development Officer II – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 15 / PhP30,531.00

Area of Assignment: Field Office 1

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	Career Service Professional / Second Level Eligibility

Additional Requirements:

1. Bachelor's degree in any business related courses, and/or social science courses
2. With at least 16 hours relevant training in project management, social entrepreneurship, business plan development, business operations, project implementation, monitoring and evaluation, and/or community organizing
3. With at least two (2) years experience in development – related projects involving community organizing, microenterprise development, capacity building, partnership building, and budget management
4. Computer literate with basic knowledge on MS applications, capable of writing technical reports, capable of collecting and recording accurate data and information, data analysis and preferably with knowledge on accounting, statistics, and project management
5. With positive work attitude and can work under pressure
6. With good interpersonal relationship

2. One (1) Social Welfare Officer V – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 24 / PhP83,406.00

Area of Assignment: Field Office 1

Minimum Requirements:

Education	–	Bachelor's Degree in Social Work
Training	–	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years
Experience	–	4 years of supervisory/ management in position/s involving management and supervision
Eligibility	–	R.A. 1080 (Registered Social Worker)

Additional Requirements:

1. With excellent problem solving and decision – making skills
2. Ability to plan and organize efficiently and effectively
3. Very good in written and oral communication skills
4. Able to work harmoniously, competently, and effectively even under pressure
5. Able to think strategically and systematically
6. Ability to respond quickly and efficiently in a fast – paced work environment with excellent multi-tasking capabilities

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 01 July 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

06/21/2019