
NOTICE OF VACANCY

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

1. **One (1) Project Development Officer I (Contract of Service) – Anticipated Vacancy**
Salary Grade / Monthly Salary: SG 11 / 22,829.00
Area of Assignment: Disaster Response Management Division

Minimum Requirements:

Education	–	Bachelor’s Degree relevant to the job
Training	–	None required
Experience	–	None required
Eligibility	–	None required

Preferred Qualifications (Competency-Based):

1. At least four (4) hours of relevant training
2. At least one (1) year of practical experience in community works in the implementation of DRRM programs, projects and activities (PPAs)
3. Computer literate with knowledge on MS Office applications
4. With good written and oral communication skills
5. Able to work harmoniously, competently and effectively even under pressure

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM of 17 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. Certificate/s 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

07/09/2019