
NOTICE OF VACANCY

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

1. Two (2) Project Development Officer II/ Municipal Link

Status of Employment: Contractual Co-terminous

Area of Assignment: Pangasinan

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

2. One (1) Administrative Assistant III/Senior Bookkeeper

Status of Employment: Contractual Co-terminous

Area of Assignment: RPMO

Salary Grade/Monthly Salary: SG 9/P17,975.00

Minimum Qualification Standards:

Education	:	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a Bachelor's Degree graduate related to the job
2. Preferably with at least four (4) hours relevant training in government accounting
3. Preferably 1-year experience in government accounting
4. Computer Literate (MS Office Applications)

5. 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 5 August 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
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 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

04/25/2019