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## NOTICE OF VACANCY

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

**1. 12 Administrative Aide IV (Job Order)**

**Salary Grade / Monthly Salary:** SG 4 / PhP14,800.00

**Area of Assignment:** Protective Services Division – Crisis Intervention Section

**Minimum Requirements:**

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course
Training	–	None required
Experience	–	None required
Eligibility	–	None required

**Additional Requirements:**

1. At least six (6) months experience in clerical / administrative works
2. Highly proficient in the use of computer (MS Office and other applications)
3. With good oral and written communication skills

**2. Four (4) Social Welfare Officer II (Job Order)**

**Salary Grade / Monthly Salary:** SG 15 / PhP31,752.00

**Area of Assignment:** Protective Services Division – Crisis Intervention Section

**Minimum Requirements:**

Education	–	Bachelor's degree in Social Work
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

**Additional Requirements:**

1. At least one (1) year experience in case management and exposure to medical setting is an advantage
2. Highly proficient in the use of computer (MS Office and other applications)
3. With good oral and written communication 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 of 19 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 & 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

08/08/2019