
NOTICE OF VACANCY

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

1. Three (3) Information Officer I (Job Order)

Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Area of Assignment: Office of the Regional Director – Social Marketing Unit

Minimum Requirements:

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

Additional Requirements:

1. Must be proficient in video editing and graphic animation
2. Has creative eye in designing promotional materials
3. Experience in public relations, media relations, media/information materials development, public advocacy, or events management is an advantage
4. Above average computer skills in MS Office applications and use of internet and social media

2. One (1) Information Technology Officer I (Contract of Service)

One (1) Information Systems Analyst III (Contract of Service)

Salary Grade / Monthly Salary: SG 19 / PhP45,269.00

Area of Assignment: Policy and Plans Division – Regional Information and Communications Technology Management Section

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	Eight (8) hours of relevant training
Experience	–	Two (2) years of relevant experience
Eligibility	–	None required

Additional Requirements:

1. Proficient in the use of Microsoft Excel
2. Knowledgeable in any computer programming languages such as PHP, Python, and Java
3. Knowledgeable on IT emerging technologies, MySQL, MSSQL, PostgreSQL, Oracle database technologies
4. Excellent in interpersonal and communication skills
5. With sound and analytical problem solving skills
6. Proficient in process management, and systems analysis and design
7. Excellent in verbal and written communication
8. Able to work in a team set up
9. Highly motivated and can effectively deliver quality output and on schedule

3. One (1) Computer Maintenance Technologist II (Contract of Service)

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

Area of Assignment: Policy and Plans Division – Regional Information and Communications Technology Management Section

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None required

DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union 2500

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Website: <http://www.fo1.dswd.gov.ph>

Facebook: DSWD Ilocandia **Twitter:** @dswdfo1

Additional Requirements:

1. Proficient in hardware, software, and network troubleshooting
2. Conduct preventive maintenance ICT equipment and peripherals
3. Knowledgeable in network fundamentals
4. Able to work in a team set up
5. Highly motivated and can effectively deliver quality output and on schedule

4. One (1) Nurse I (Contract of Service)

Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Area of Assignment: Protective Services Division – Regional Rehabilitation Center for Youth - I

Minimum Requirements:

Education	–	Bachelor of Science in Nursing
Training	–	None required
Experience	–	None required
Eligibility	–	RA 1080 – Registered Nurse

Additional Requirements:

1. With experience in clerical works
2. With good oral and written communication skills
3. With good interpersonal relationship
4. Can work independently but also a team player
5. Very good organizational and multi-tasking abilities
6. Computer literate (MS Office Applications)

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 16 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
08/07/2019