
NOTICE OF VACANCY

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

1. One (1) Training Specialist I (Anticipated Vacancy)

Status of Employment : Contractual Co-terminous
Area of Assignment : Regional Program Management Office
Salary Grade/Monthly Salary : SG 11/P20,754.00

Minimum Qualification Standards:

Education : Bachelor's degree
Training : None required
Experience : None required
Eligibility : None required

Additional Qualifications:

1. One (1) year related experience is an advantage
2. Preferably with at least four (4) hours relevant training
3. Computer Literate (MS Office Applications)
4. With positive work attitude and can work with minimum supervision
5. Knowledgeable in technical writing and above average communication and facilitation skills

2. One (1) Social Welfare Assistant (Anticipated Vacancy)

Status of Employment : Contractual Co-terminous
Area of Assignment : Candon, Ilocos Sur
Salary Grade/Monthly Salary : SG 8/P16,758.00

Minimum Qualification Standards:

Education : Completion of two-year studies in College
Training : 4 hours relevant training
Experience : 1-year relevant experience
Eligibility : None required

Additional Qualifications:

1. Computer Literate (MS Office Applications)
2. Proficient in oral and written communication
3. Preferably with good presentation and coordination skills.


Interested applicants may submit their application to the undersigned not later than **5: 00 PM** 2 September 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. Certification of Board Rating / Professional License / CS Eligibility; and
6. Certification from School for Masteral units earned or completed, 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
08/19/2019