
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant positions to be assigned in Statutory Programs Division – Social Pension Program Management Office:

1. One (1) Information Technology Officer I (Contract of Service)
Salary Grade / Monthly Salary: SG 19 / PhP45,269.00

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

2. One (1) Project Development Officer II – Grievance Redress System Focal (Contract of Service)
Salary Grade / Monthly Salary: SG 15 / PhP31,752.00

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

3. Eight (8) Financial Analyst I (Contract of Service)
Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Area of Assignments: Mainstreamed at Finance and Management Division – Budget and Cash Sections

Minimum Requirements:

Education	–	Bachelor's degree relevant to the job
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required

Additional Requirements:

1. Bachelor of Science in Accountancy or related courses
2. Preferably with four (4) hours of relevant training
3. Preferably with at least six (6) months experience in government financial management

4. Four (4) Social Welfare Officer I (Contract of Service)
Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Minimum Requirements:

Education	–	Bachelor of Science in Social Work
Training	–	None Required
Experience	–	None Required
Eligibility	–	RA 1080 – Registered Social Worker

5. Two (2) Project Development Officer I (Contract of Service)
Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Minimum Requirements:

Education	–	Bachelor's degree relevant to the job
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required

6. Eight (8) Administrative Assistant III (Municipal Roving Bookkeeper) (Contract of Service)
Salary Grade / Monthly Salary: SG 9 / PhP19,952.00

Minimum Requirements:

- Education – Completion of two-year studies in college or High School Graduate with relevant vocational / trade course
- Training – Four (4) hours of relevant training
- Experience – One (1) year of relevant experience
- Eligibility – None Required

Additional Requirement:

1. Preferably graduate of Finance-related course

7. Four (4) Administrative Assistant I (Contract of Service)
Salary Grade / Monthly Salary: SG 7 / PhP17,469.00

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. College graduate
2. At least eight (8) hours of relevant training
3. At least one (1) year relevant to the job

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 23 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. 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
09/13/2019

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 4159 Series of 2018