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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. One (1) Manpower Development Officer I (Permanent) – Republication**

**Salary Grade / Monthly Salary: SG 11 / PhP20,754.00**

**Area of Assignment:** Protective Services Division – Area I Vocational Rehabilitation Center

**Minimum Requirements:**

Education	–	Bachelor's Degree relevant to the job
Training	–	None required
Experience	–	None required
Eligibility	–	Career Service Professional / Second Level Eligibility

**Additional Requirements:**

1. Skilled in metal architectural welding, appliance repair or cookery
2. Proficient in the use of computer (MS Office especially MS Excel)
3. With good communication skills – both oral and written (English)
4. With positive work attitude and can work well under pressure

**2. One (1) Administrative Assistant III (Contract of Service)**

**Salary Grade / Monthly Salary: SG 9 / PhP19,952.00**

**Area of Assignment:** Protective Services Division – Haven for Children

**Minimum Requirements:**

Education	–	Completion of two (2) years studies in college
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None required

**Additional Requirements:**

1. Experience in administrative, secretarial and/or clerical is an advantage
2. At least eight (8) hours of relevant training
3. With good oral and written communication skills
4. With good interpersonal relationship
5. With positive work attitude and can work well under pressure
6. Willing to render overtime duty
7. Computer literate (MS Office Applications)
8. Preferably with Career Service Sub-Professional (First Level Eligibility)

**3. One (1) Social Welfare Officer II (Contract of Service) – Anticipated Vacancy**

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

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

**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

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

**Email:** fo1@dswd.gov.ph **Telefax Numbers:** (072) 888-2184 / (072) 888-2505 (072) 687-8000

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

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

**Additional Requirements:**

1. With knowledge and skills in case management
2. With good technical writing and communications skills
3. Computer literate (MS Office applications)
4. With good interpersonal relationship

**4. One (1) Houseparent II (Contract of Service) – Anticipated Vacancy**

**Salary Grade / Monthly Salary: SG 6 / PhP16,629.00**

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

**Minimum Requirements:**

Education	–	High School Graduate
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

**Additional Requirements:**

1. At least two – year studies in college
2. At least one (1) year related experience is an advantage
3. At least eight (8) hours of relevant experience
4. Good in parenting and housekeeping

**5. One (1) Administrative Aide IV / Housekeeping Instructor (Contract of Service)**

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

**Area of Assignment:** Protective Services Division – Area I Vocational Rehabilitation Center

**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. Holder of a Housekeeping NC II is an advantage
2. Relevant experience is an advantage
3. With knowledge and skills in housekeeping
4. Computer literate (MS Office Applications)
5. With good oral and written communication, presentation, facilitation, and reporting skills
6. With positive work attitude and can work well under pressure

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 09 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

08/29/2019