
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. Provincial Encoders (Job Order)

Fourteen (14) Encoders	–	POO Laoag City, Ilocos Norte
Eighteen (18) Encoders	–	POO Vigan City, Ilocos Sur
Eighteen (18) Encoders	–	POO City of San Fernando, La Union
Seventy-seven (77) Encoders	–	POO Dagupan City, Pangasinan
Salary Grade/Monthly Salary	–	Php600 / day

Minimum Qualification Standards:

Education	:	High School / Senior High Graduate
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required

Additional Qualifications:

1. Preferably a graduate of IT- related course;
2. Must be computer literate with above average encoding speed;
3. Previous experience in encoding of SWDI data is an advantage;
4. Fast learner, reliable, and has an attitude of a professional;
5. Must be a team player;
6. Must have passion for the poor and willing to contribute to the success of Pantawid Pamilyang Pilipino Program

Interested applicants may submit their application to the **Provincial Operations Offices** not later than **5:00 PM on 13 September 2019** with the following attachments:

1. Application Letter
2. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised);
3. Transcript of Records & Diploma;
4. Certificates of Trainings / Seminars attended / Employment;

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 (SOGI) are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.

BY:

MARCELO NICOMEDES J. CASTILLO
Regional Director
04/09/2019


NORA D. DELA PAZ
OIC-ARD for Administration

Pursuant to:

SO No. 4157 Series of 2018