

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) Social Welfare Officer II (Anticipated Vacancy)

Status of Employment : Contract of Service (COS)
Area of Assignment : Provincial Operations Office – Ilocos Sur
Salary Grade/Monthly Salary : SG 15 / Php31,752.00

Minimum Qualification Standards:

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

Additional Qualifications:

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

2. One (1) Municipal Link (Anticipated Vacancy)

Status of Employment : Contractual Co-terminous
Area of Assignment : Dagupan City, Pangasinan
Salary Grade/Monthly Salary : SG 15 / Php31,752.00

Minimum Qualification Standards:

Education : Bachelor's degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : None required

Additional Qualifications:

1. Preferably a graduate of BS Social Work, Community Development or allied Social Science;
2. Proficient in MS Office applications (Word, Excel, and Power Point);
3. One (1) year experience in Case Management and Community Organizing is an advantage;
4. With good oral and communication, presentation, facilitation and reporting skills

Interested applicants may submit their application to the undersigned not later than **5:00 PM 13 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.

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

Email: fo1@dswd.gov.ph Telefax Number: (072) 888 2184 Trunkline Number: (072) 888-2505 (072) 687-8000

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

Facebook: DSWD Ilocandia Twitter: @dswdfo1

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.

MARCELO NICOMEDES J. CASTILLO
 Regional Director
 02/09/2019

BY:

Nora D. Dela Paz
NORA D. DELA PAZ
 OIC-ARD for Administration

Pursuant to:

 SO No. 4153 Series of 2018

| No. | Name | Address | Age | Sex | Marital Status | Education | Employment | Remarks |
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