
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant positions:

1. One (1) Administrative Officer II (Permanent)

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

Area of Assignment: Human Resource Management and Development Division – Human Resource Planning and Performance Management Section

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. One (1) year experience in government setting preferably administrative / human resource functions is an advantage
2. With good communication skills – both oral and written (English)
3. Knowledgeable on basic civil service laws and regulations
4. Computer literate (MS Office Applications)
5. With good interpersonal relationship

2. One (1) Social Welfare Assistant (Permanent)

Salary Grade / Monthly Salary: SG 8 / PhP16,758.00

Area of Assignment: Policy and Plans Division – Social Technology Section

Minimum Requirements:

Education	–	Completion of two-year studies in college
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	Career Service Sub-professional / First Level Eligibility

Additional Requirements:

1. Graduate of Bachelor of Science in Social Work, Community Development, or allied social sciences is an advantage
2. Experience in administrative, secretarial, and/or clerical work is an advantage
3. With good communication, facilitation, and technical writing skills
4. With good coordination and networking skills
5. Proficient in the use of computer (MS Office and other applications)
6. With positive work attitude and can work well under pressure

3. One (1) Project Development Officer II (Permanent) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 15 / PhP30,531.00

Area of Assignment: Field Office 1

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	Career Service Professional / Second Level Eligibility

Additional Requirements:

1. Bachelor's degree in any business related courses, and/or social science courses
2. With at least 16 hours relevant training in project management, social entrepreneurship, business plan development, business operations, project implementation, monitoring and evaluation, and/or community organizing
3. With at least two (2) years' experience in development – related projects involving community organizing, microenterprise development, capacity building, partnership building, and budget management
4. With knowledge on the preparation of Work and Financial Plan
5. Computer literate with basic knowledge on MS applications, capable of writing technical reports, capable of collecting and recording accurate data and information, data analysis and preferably with knowledge on accounting, statistics, and project management
6. With positive work attitude and can work under pressure
7. With good interpersonal relationship

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 11 October 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:

2. Only **shortlisted** applicants are notified.
3. 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.
4. Applicants with **incomplete documents** shall not be entertained.


MARCELO NICOMEDES J. CASTILLO

Regional Director

10/01/2019