
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 Aide IV (Contract of Service) – Anticipated Vacancy

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

Area of Assignment: Administrative Division – General Services Section

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. Experience in administrative, secretarial and/or clerical, records management and records keeping is an advantage
2. Relevant trainings in records / data management is an advantage
3. With positive work attitude and can work well under pressure
4. With good interpersonal relationship
5. Computer literate (MS Office Applications) – database management
6. Can work independently but also a team player
7. With good communication and coordination skills

2. Three (3) Administrative Assistant II / Bookkeeper (Job Order)

Salary Grade / Monthly Salary: SG 8 / PhP18,601.00

Area of Assignment: Policy and Plans Division – Unconditional Cash Transfer

Minimum Requirements:

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

Additional Requirements:

1. Preferably graduate of Finance-related course
2. Experience in administrative, secretarial and/or clerical, records, and financial management in government setting is an advantage
3. Proficient in the use of computer (MS Office and other applications)
4. With good communication skills – both oral and written (English)
5. With positive work attitude and can work well under pressure

3. Three (3) Social Welfare Officer II (Contract of Service)

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

Area of Assignment: Statutory Programs Division – Crisis Intervention Section

Minimum Requirements:

Education	–	Bachelor's degree in Social Work
Training	–	None required
Experience	–	None required
Eligibility	–	RA 1080 – Registered Social Worker

Additional Requirements:

1. With positive work attitude and can work well under pressure
2. With good interpersonal relationship
3. Computer literate (MS Office Applications) – database management
4. Can work independently but also a team player
5. With good communication and coordination skills

4. 14 Administrative Assistant II (Contract of Service)

One (1) Social Welfare Assistant (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 8 / PhP18,601.00

Area of Assignment: Statutory Programs Division – Crisis Intervention Section

Minimum Requirements:

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

Additional Requirements:

1. Experience in administrative, secretarial and/or clerical, records management and records keeping in government setting is an advantage
2. Proficient in the use of computer (MS Office and other applications)
3. With good communication skills – both oral and written (English)
4. With positive work attitude and can work well under pressure

5. One (1) Social Welfare Assistant (Job Order) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 8 / PhP18,601.00

Area of Assignment: Statutory Programs Division – Recovery and Reintegration Program for Trafficked Persons

Minimum Requirements:

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

Additional Requirements:

1. Graduate of Bachelor's Degree preferably Social Work
2. With knowledge and skills in case management
3. With good coordination and networking skills
4. With good technical writing and communication skills
5. Proficient in the use of computer (MS Office and other applications)
6. With positive work attitude and can work well under pressure

6. One (1) Social Welfare Officer I (Job Order) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Area of Assignment: Statutory Programs Division – Community-Based Services Section

Minimum Requirements:

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

Additional Requirements:

1. With knowledge and skills in case management
2. With good coordination and networking skills
3. With good technical writing and communication skills
4. Proficient in the use of computer (MS Office and other applications)
5. With positive work attitude and can work well under pressure

7. One (1) Project Development Officer I (Contract of Service) – Anticipated Vacancy
Salary Grade / Monthly Salary: SG 11 / PhP22,829.00

Area of Assignment: Statutory Programs Division – Social Pension Program Management Office

Minimum Requirements:

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

Additional Requirements:

1. Graduate of Bachelor's Degree preferably Registered Social Worker
2. With knowledge and skills in case management
3. With good coordination and networking skills
4. With good technical writing and communication skills
5. Proficient in the use of computer (MS Office and other applications)
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 21 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:

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
10/15/2019

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 4153 Series of 2019