

---

## 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) Administrative Officer V / Financial Analyst III - CGT (Anticipated Vacancy)**

**Status of Employment** : Contractual Co-terminous  
**Area of Assignment** : Regional Program Management Office  
**Salary Grade/Monthly Salary** : SG 18 / PhP40,637.00

**Minimum Qualification Standards:**

**Education** : Bachelor's degree relevant to the job  
**Training** : Eight (8) hours of relevant training  
**Experience** : Two (2) years of relevant experience  
**Eligibility** : None Required

**Additional Qualifications:**

1. Proficient in MS Office Applications (Word, Excel, and PowerPoint);
2. With positive work attitude and can work under pressure;
3. Highly motivated with positive attitude and problem solving approach;
4. With good analytical and reporting skills;
5. Preferably with supervisory experience in the Government setting or handling of government projects and programs

**2. One (1) Project Development Officer II - Municipal Link**

**Status of Employment** : Contractual Co-terminous  
**Area of Assignment** : Pangasinan  
**Salary Grade/Monthly Salary** : SG 15 / PhP30,531.00

**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

**3. One (1) Project Development Officer II - Community Facilitator (MCCT)**

**Status of Employment** : Contractual Co-terminous  
**Area of Assignment** : San Nicolas, Pangasinan  
**Salary Grade/Monthly Salary** : SG 15/ PhP30,531.00

**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 Sciences;
2. With 1-year experience in community work/organizing Indigenous Peoples;

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



3. Preferably with at least 4 hours relevant training in community organizing;
4. With knowledge and skills in Community Organizing Indigenous Cultural Communities (ICC);
5. Preferably from the Indigenous Cultural Communities (ICC) and can speak Tagalog and the language of the ICC;
6. Computer Literate (MS Office Applications)

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

**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

09/24/2019

BY:

  
**NORA D. DELA PAZ**  
OIC-ARD for Administration

Pursuant to:

SO No. 4153 Series of 2018