

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) Project Development Officer II - Municipal Link (Republication)

Status of Employment : Contractual Co-terminous
Area of Assignment : La Union
Salary Grade/Monthly Salary : SG 15 / P30,531.00

Minimum Qualification Standards:

Education : Bachelor's degree relevant to the job
Training : Four (4) hours of relevant training
Experience : One (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

2. Two (2) Social Welfare Assistant (Republication / Anticipated Vacancy)

Status of Employment : Contractual Co-terminous
Area of Assignment : Ilocos Sur / Ilocos Norte
Salary Grade/Monthly Salary : SG 8 / P16,758.00

Minimum Qualification Standards:

Education : Completion of two (2) years in College or High School
Graduate with relevant vocational / trade course
Training : Four (4) hours relevant training
Experience : One (1) year relevant experience
Eligibility : None required

Additional Qualifications:

1. Computer Literate (MS Office Applications)
2. Proficient in oral and written communication
3. Preferably with good presentation and coordination skills.

3. One (1) Administrative Assistant II (Anticipated Vacancy)

Status of Employment : Contractual Co-terminous
Area of Assignment : Regional Program Management Office
Salary Grade/ Monthly Salary : SG 8 / P16,758.00

Minimum Qualification Standards:

Education : Completion of two (2) years in College or High School Graduate
with relevant vocational / trade course
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : None required

Additional Qualifications:

1. Preferably with one (1) year experience in administrative / clerical works

2. Preferably with at least 4 hours training in Records Management
3. Computer Literate (MS Office Applications)
4. With positive work attitude and can work well under pressure
5. With good communication skills

Interested applicants may submit their application to the undersigned not later than **5:00 PM**
14 November 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
10/24/2019

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 457 Series of 2018