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## NOTICE OF VACANCY

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

**1. One (1) Psychologist II (Contract of Service) – Republication**

**Salary Grade / Monthly Salary:** SG 15 / PhP33,575.00

**Area of Assignment:** Statutory Programs Division – Regional Rehabilitation Center for Youth – I

**CSC – Prescribed Minimum Qualification Standard:**

Education	–	Master’s degree in Psychology
Training	–	Eight (8) hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs
Experience	–	One (1) year of relevant experience involving the delivery of psychological services
Eligibility	–	RA 10029 – Registered Psychologist

**Preferred Qualifications (Competency-Based):**

Education	–	Master’s degree in Psychology
Training	–	Eight (8) hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs
Experience	–	One (1) year of relevant experience involving the delivery of psychological services
Eligibility	–	RA 10029 – Registered Psychologist

**2. Five (5) Social Welfare Officer II (Contract of Service) – Republication**

**Salary Grade / Monthly Salary:** SG 15 / PhP33,575.00

**Area of Assignment:** Statutory Programs Division – Crisis Intervention Section or Anywhere in Region 1

**Minimum Requirements:**

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 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

**3. One (1) Project Development Officer II (Contract of Service) – Republication**

**Salary Grade / Monthly Salary:** SG 15 / PhP33,575.00

**Area of Assignment:** Office of the Regional Director – Anti-Red Tape Unit

**Minimum Requirements:**

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 Requirements:**

1. At least one (1) year experience on Quality Management System (QMS) or designated as International Organization for Standardization (ISO) Support Staff / Internal Quality Auditor, and RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018
2. At least four (4) hours training related in ISO 9001:2015, risk based-thinking, internal quality audit and process streamlining
3. With good facilitation skills
4. With good technical writing and communication skills
5. Computer literate (MS Office applications)
6. With good interpersonal relationship

**4. One (1) Social Welfare Officer I (Contract of Service) – Anticipated Vacancy**

**Salary Grade / Monthly Salary:** SG 11 / PhP23,877.00

**Area of Assignment:** Policy and Plans Division – Standards 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 experience in case management and working with private and public Social Welfare and Development Agencies (SWDAs)
2. With enhanced training on 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

**5. One (1) Administrative Aide IV (Clerk II) (Contract of Service) – Anticipated Vacancy**

**Salary Grade / Monthly Salary:** SG 4 / PhP14,400.00

**Area of Assignment:** Statutory Programs Division – Adoption Resource and Referral Section

**CSC – Prescribed Minimum Qualification Standard:**

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

**Preferred Qualifications (Competency-Based):**

Education	–	Preferably a graduate of BS in Office Administration, BS in Information Technology or any-related course
Training	–	Four (4) hours relevant training is an advantage
Experience	–	With at least six (6) months experience in clerical / administrative functions
Eligibility	–	None Required

**6. Six (6) Project Development Officer I (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 11 / PhP23,877.00

**Area of Assignment:** Statutory Programs Division – Social Pension Program Management Office (Provincial Operations Office)

**Period of Engagement:** 01 July to 31 December 2021

**CSC – Prescribed Minimum Qualification Standard:**

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

Experience – None Required  
Eligibility – None Required

**Preferred Qualifications (Competency-Based):**

Education – Bachelor's degree relevant to the job  
Training – Four (4) hours relevant training  
Experience – One (1) year of relevant experience  
Eligibility – None Required

**7. Seven (7) Administrative Assistant III (Senior Bookkeeper) (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 9 / PhP19,593.00

**Area of Assignment:** Statutory Programs Division – Social Pension Program Management Office (Provincial Operations Office)

**Period of Engagement:** 01 July to 31 December 2021

**CSC – Prescribed Minimum Qualification Standard:**

Education – Completion of two-year studies in College or High School Graduate with relevant vocational / trade course  
Training – Four (4) hours of relevant training  
Experience – One (1) year of relevant experience  
Eligibility – None Required

**Preferred Qualifications (Competency-Based):**

Education – Preferable graduate of any Finance-related course  
Training – Four (4) hours relevant training  
Experience – One (1) year of relevant experience  
Eligibility – None Required

**8. One (1) Administrative Assistant II (Clerk IV) (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 8 / PhP18,251.00

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

**Period of Engagement:** 01 July to 31 December 2021

**CSC – Prescribed Minimum Qualification Standard:**

Education – Completion of two-year studies in College or High School Graduate with relevant vocational / trade course  
Training – Four (4) hours of relevant training  
Experience – One (1) year of relevant experience  
Eligibility – None Required

**Preferred Qualifications (Competency-Based):**

Education – Preferable graduate of BS in Office Administration, BS in Information Technology or any-related course  
Training – Four (4) hours training in records management is an advantage  
Experience – One (1) year relevant experience on administrative / clerical functions  
Eligibility – None Required

**9. Five (5) Administrative Assistant I (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 7 / PhP17,179.00

**Area of Assignment:** Statutory Programs Division – Social Pension Program Management Office (Provincial Operations Office)

**Period of Engagement:** 01 July to 31 December 2021

**CSC – Prescribed Minimum Qualification Standard:**

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

**Preferred Qualifications (Competency-Based):**

Education – Preferable graduate of BS in Office Administration, BS in Information Technology or any-related course  
Training – Four (4) hours relevant training is an advantage  
Experience – With at least six (6) months experience in clerical / administrative functions  
Eligibility – None Required

Interested applicants may submit their application through this google link: <https://forms.gle/kdpXoKykCQZKgWaf6> not later than **5:00 PM of 04 June 2021** 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.

Likewise, applicants are advised to hand in or send application through courier to:

**DIR. MARIE ANGELA S. GOPALAN**  
DSWD Field Office 1  
Quezon Avenue, City of San Fernando  
2500 La Union

**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.