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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) Social Welfare Officer I (Contract of Service) – Anticipated Vacancy

**Salary Grade / Monthly Salary:** SG 11 / PhP27,000.00

**Area of Assignment:** Statutory Programs Division – Regional Rehabilitation Center for Youth - I,  
Urayong, Bauang, La Union

**CSC – Prescribed Qualification Standards:**

Education	–	Bachelor’s Degree in Social Work
Training	–	None Required
Experience	–	None Required
Eligibility	–	RA 1080 – Registered Social Worker

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

Education	–	Bachelor’s Degree in Social Work
Training	–	At least four (4) hours of relevant training
Experience	–	At least one (1) year experience on case management
Eligibility	–	RA 1080 – Registered Social Worker

**Job Summary:**

Social Welfare Officer I of the RRCY - Social Services Unit will be in-charge in the case management of the clients assigned by the Unit Head. The Officer is also responsible for the incoming and outgoing documents of the Unit.

### 2. One (1) Houseparent I (Contract of Service) – Anticipated Vacancy

**Salary Grade / Monthly Salary:** SG 4 / P15,586.00

**Area of Assignment:** Statutory Programs Division – Regional Rehabilitation Center for Youth - I,  
Urayong, Bauang, La Union

**CSC – Prescribed Qualification Standards:**

Education	–	High School Graduate
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

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

Education	–	Preferably College Graduate
Training	–	At least four (4) hours relevant training is an advantage
Experience	–	At least one (1) year experience in parenting and housekeeping
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

**Job Summary:**

Provide essential needs and ensure safety and security of clients. Perform housekeeping / parenting functions in the Center.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/VQssQjPevQVGRs4C7> not later than **5:00 PM of 29 September 2023** 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. Certificate/s of Trainings / Seminars attended;
5. Certificate/s of Employment;
6. Certificate/s of Board Rating / Professional License / CS Eligibility;
7. Certification from School for Masteral units earned or completed, if any;
8. Birth Certificate; and
9. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any.

**Note:**

1. 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.
2. Applicants with **incomplete documents** shall not be entertained.