
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position under the **Pantawid Pamilyang Pilipino Program**:

1. One (1) Social Welfare Officer IV (Anticipated Vacancy)

Status of Employment: Contract of Service

Salary Grade / Monthly Salary: SG 22 / PhP71,511.00

Area of Assignment: Regional Program Management Office

CSC – Prescribed Qualification Standards:

Education	-	Bachelor's Degree in Social Work
Training	-	Sixteen (16) hours of relevant training
Experience	-	Three (3) years of relevant experience
Eligibility	-	R.A. 1080 (Registered Social Worker)

Additional Requirements:

1. With extensive knowledge and skills on case management;
2. With experience in community organizing;
3. With excellent problem solving and decision making skills;
4. Ability to plan and organize efficiently and effectively;
5. With good technical writing and communications skills;
6. Able to work harmoniously, competently, and effectively even under pressure;
7. Ability to respond quickly and efficiently in a fast - paced work environment with excellent multi-tasking capabilities; and
8. Supervisory trainings and experience is an advantage.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/jsoELxiSfaHPHdX97> not later than **5:00 PM of 18 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.