
NOTICE OF VACANCY

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

1. One (1) Manpower Development Officer II (Permanent)

Plantilla Item No.: OSEC-DSWDB-MDO2-80-2004

Salary Grade / Monthly Salary: SG 15 / Php36,619.00

Area of Assignment: Statutory Programs Division – Area I Vocational Rehabilitation Center
(StPD – AVRC I), Bonuan Binloc, Dagupan City, Pangasinan

CSC – Prescribed Qualifications Standards:

Education	–	Bachelor’s degree
Training	–	(Four) 4 hours of relevant training
Experience	–	(One) 1 year of relevant experience
Eligibility	–	Career Service Professional / Second Level Eligibility

Preferred Qualifications (Competency-Based):

Education	–	Bachelor’s degree relevant to the job
Training	–	With at least eight (8) hours of relevant training
Experience	–	With at least one (1) year of relevant experience in teaching training courses related to the care and management of persons with disability such as orientation and mobility, beauty care and hair dressing, bread and pastry production, etc.
Eligibility	–	Career Service Professional / Second Level Eligibility

Job Summary:

The Manpower Development Officer II (MDO II), as one of the vocational training instructors, teach / provide instruction in sign language for clients with communication disability and braille and script for clients with visual disability. He / She prepare training schedule of clients. Likewise, the MDO II participate in the evaluation of the training programs and conduct industrial surveys to observe current trends in the industry in order to update the training programs. He / She also prepare and consolidate the Vocational Training Services Section’s report and budget estimates regarding training needs, supplies, and materials. Lastly, the MDO II supervise the instructors in the performance of their tasks to ensure that lesson plans and modules are properly implemented.

2. One (1) Social Welfare Officer II (Permanent)

Plantilla Item No.: OSEC-DSWDB-SOCWO2-410-2004

Salary Grade / Monthly Salary: SG 15 / Php36,619.00

Area of Assignment: Office of the Assistant Regional Director for Operations – Social Welfare and Development (OARDO – SWD)

CSC – Prescribed Qualifications Standards:

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

Preferred Qualifications (Competency-Based):

Education	–	Bachelor’s degree in Social Work
Training	–	Training on social case management, technical assistance provision and programs/services to disadvantage vulnerable sectors
Experience	–	One (1) year relevant experience to the job
Eligibility	–	RA 1080 – Registered Social Worker

Job Summary:

Act as the SWD Team Leader of Eastern Pangasinan. Under the general supervision and implement social welfare programs and services in the area.

3. One (1) Social Welfare Officer I (Permanent)

Plantilla Item No.: OSEC-DSWDB-SOCWO1-157-2004

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

Area of Assignment: Disaster Response Management Division – Disaster Response and Rehabilitation Section (DRMD – DRRS)

CSC – Prescribed Qualifications 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	–	With at least four (4) hours of relevant training With disaster-related trainings is an advantage
Experience	–	With at least one (1) year relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

Job Summary:

Under general supervision, implements social welfare programs and services within the area of assignment and performs other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/NsmPcvzq9W1oQa9f7> not later than **5:00 PM of 16 October 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. Certificates of Trainings / Seminars attended;
5. Certificate 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.