
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant I

Status of Employment: Contractual-Coterminous

Salary Grade / Monthly Salary: SG 7 / PhP18,620.00

Area of Assignment: Regional Program Management Office

CSC – Prescribed Qualification Standards:

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	-	Bachelor's degree preferably in Office Administration, Information Technology or any related course
Training	-	At least four (4) hours training in Records Management
Experience	-	At least one (1) year experience in administrative / clerical works
Eligibility	-	Preferably with CS Sub-Professional / First Level Eligibility

Job Summary:

Perform administrative functions of the Regional Program Management Office of Pantawid Pamilya Pilipino Program.

2. One (1) Administrative Assistant III (Senior Bookkeeper)

Status of Employment: Contractual-Coterminous

Salary Grade/Monthly Salary: SG 9 / PhP21,211.00

Area of Assignment: Provincial Operations Office of Ilocos Sur

CSC – Prescribed Minimum Qualification Standards:

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 Qualification (Competency-Based):

Education	-	Preferably a graduate of Bachelor of Science in Accountancy or any finance-related courses
Training	-	With at least eight (8) hours finance-related training
Experience	-	Experience in government financial management is an advantage
Eligibility	-	With Career Service Eligibility is an advantage

Job Summary:

Ensure timely receipt of cash grants of all active and eligible RCCT and MCCT beneficiaries through their LBP EMV cash card accounts.

3. One (1) Project Development Officer II (Cluster Compliance Verification Officer)

Status of Employment: Contractual-Coterminous

Salary Grade / Monthly Salary: SG 15 / PhP36,619.00

Area of Assignment: Provincial Operations Office of Pangasinan

CSC – Prescribed 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

Preferred Qualifications (Competency-Based):

Education	-	Bachelor’s degree in Management or Public Administration, Information Technology Management, Social Science and other related fields
Training	-	At least four (4) hours training related to data gathering and analysis, information management, monitoring, and evaluation, community/social development, research or project management.
Experience	-	At least one (1) year of experience related to project monitoring and evaluation, management, report writing, or information systems management
Eligibility	-	Preferably with CS Professional (Second Level Eligibility) / RA 1080

Job Summary:

In-charge of the Compliance Verification System processes in the cluster operations office and municipal office. Oversight the CVs Cycle as prescribed in the Pantawid timeline; ensure that the Compliance Data are correct, complete, and accurate; provides analysis on Compliance trends at the regional level and identify strategies to address issues and problems; submit all reportorial requirements to supervisor and endorse to RCVO; monitor non-compliance through Beneficiary Tracking Report; maintain and monitor zero-compliance list through under Evaluation Module; conduct necessary technical assistance to C/POO particularly during critical activities in the CVS process, and cascade new directives or instruction from NPMO; performs other related tasks as may be assigned by SWO III or SWO IV or PL.

4. Three (3) Project Development Officer II (City/Municipal Link)

Status of Employment: Contractual-Coterminous

Salary Grade / Monthly Salary: SG 15 / PhP36,619.00

Area of Assignment: Municipal Operations Offices in Pangasinan

CSC – Prescribed 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

Preferred Qualifications (Competency-Based):

- Education - Bachelor's degree preferably in Social Work, Social Sciences, Community Development or Allied Sciences
- Training - At least 24 hours relevant training in planning and organizing frontline services
- Experience - At least two (2) years relevant experience in community organizing, case management, support to an organization or major / complex project
- Eligibility - Preferably with CS Professional (Second Level Eligibility) / RA 1080

Job Summary:

Administer the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all the systems are functioning at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/LrigE3fqbZoRASrB9> not later than **5:00 PM of 18 December 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.