
NOTICE OF VACANCY

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

1. One (1) Social Welfare Officer II (Contract of Service)

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

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

CSC – Prescribed Qualification 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	–	At least 24 hours of relevant training
Experience	–	At least one (1) year of relevant experience along case management in handling Persons with Disabilities (PWDs)
Eligibility	–	RA 1080 – Registered Social Worker

Job Summary:

The Social Welfare Officer II as the case manager performs case work, group work, working with families and community, referrals, and follow-ups geared towards helping PWDs understand their problems, needs, and potentials to carry through a program of adjustment and self-improvement towards economic and social usefulness.

2. One (1) Administrative Aide IV (Contract of Service)

Salary Grade / Monthly Salary: SG 4 / PhP15,586.00

Area of Assignment: Office of the Regional Director – Internal Audit Unit

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	–	Preferably graduate of BS in Office Administration, BS in Information Technology or any-related course
Training	–	Four (4) hours of relevant training
Experience	–	Six (6) months experience in clerical / administrative functions
Eligibility	–	Career Service Sub-Professional / First Level Eligibility

Job Summary:

Under the supervision of the Management and Audit Analyst II / Unit Head, performs clerical / administrative and support functions in the Unit; and does other related work.

3. One (1) Administrative Aide I / Utility Worker (Contract of Service)

Salary Grade / Monthly Salary: SG 1 / PhP13,000.00

Area of Assignment: Statutory Programs Division – Home for Girls, San Nicolas West, Agoo, La Union

CSC – Prescribed Qualification Standards:

Education	–	Must be able to read and write
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required

Preferred Qualifications (Competency-Based):

Education	–	At least High School Graduate
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required

Job Summary:

Perform function in connection to maintaining cleanliness / general upkeep and sanitation of the Residential Care Facility.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/q3CToA1d4uDtVQfZ9> not later than **5:00 PM of 12 January 2024** 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.