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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 position:

**1. One (1) Administrative Assistant III (Contract of Service)**

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

**Area of Assignment:** Statutory Programs Division-Community-Based Services Section-  
Travel Clearance Unit

**Period of Engagement:** 01 January to 31 March 2024

**CSC – Prescribed Minimum Qualification Standards:**

<b>Education</b>	–	Completion of two - year studies in college / high school graduate with relevant vocational / trade course
<b>Training</b>	–	At least four (4) hours of relevant training
<b>Experience</b>	–	At least one (1) year of relevant experience
<b>Eligibility</b>	–	None Required

**Preferred Qualifications (Competency Based):**

<b>Education</b>	–	Preferably graduate of BS in Office Administration, BS in Information Technology or any-related course
<b>Training</b>	–	At least four (4) hours of relevant training
<b>Experience</b>	–	At least one (1) year of relevant experience in office administration and/or clerical/administrative functions.
<b>Eligibility</b>	–	None Required

**Knowledge and Skills:**

1. Computer Literate (MS Office Applications, knowledge in information systems and database management, and Google Workspace);
2. With good report writing skills;
3. With good oral and written communication skills;
4. With positive work attitude and can work well under pressure;
5. With good interpersonal relationship;
6. With good coordination and networking skills; and
7. Can work independently but also a team player.

**Job Summary:**

Under immediate supervision of the Unit Head, performs clerical / administrative / assistive functions; and performs other related task.

**2. One (1) Project Development Officer I (M&E Officer)**

**Status of Employment:** Contractual-Coterminous

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

**Area of Assignment:** Pantawid Pamilyang Pilipino Program - Provincial Operations  
Office of Pangasinan

**CSC – Prescribed Qualification Standards:**

<b>Education</b>	-	Bachelor’s Degree relevant to the job
<b>Training</b>	-	None Required
<b>Experience</b>	-	None Required

**Eligibility** - None Required

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

**Education** - Bachelor's Degree relevant to the job  
**Training** - At least eight (8) hours of relevant training  
**Experience** - At least six (6) months of relevant experience  
**Eligibility** - Preferably with CS Professional (Second Level Eligibility) / RA 1080

**Job Summary:**

Perform planning, monitoring and evaluation activities to ensure that the program objectives and regional targets are achieved within the prescribed timeline.

**3. 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:** Pantawid Pamilyang Pilipino Program - Municipal Operations  
Offices in Ilocos Norte and Ilocos Sur

**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.

**4. One (1) Administrative Assistant I**

**Status of Employment:** Contract of Service

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

**Area of Assignment:** Disaster Response Management Division (Regionwide)

**CSC – Prescribed Qualification Standards:**

**Education** - Completion of two-year studies in College or High School graduate  
**Training** - None Required  
**Experience** - None Required  
**Eligibility** - None Required

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

- Education** - Bachelor's degree preferably in Office Administration, Information Technology, Business Administration or any four-year course
- Training** - At least four (4) hours relevant training in records management, financial management, office management, and other disaster related training
- Experience** - At least one (1) year relevant experience preferably in warehouse management, administrative and clerical works
- Eligibility** - None Required

**Job Summary:**

Perform administrative support and disaster related functions of the Disaster Response Management Division.

**5. One (1) Administrative Assistant III**

**Status of Employment:** Contract of Service

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

**Area of Assignment:** Disaster Response Management Division

**CSC – Prescribed Qualification Standards:**

- Education** - Completion of two-year studies in College or High School graduate
- 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 Officer Administration, Information Technology, Business Administration, BS in Psychology or any related course
- Training** - At least four (4) hours relevant training in records management, financial management, office management, and other disaster related training
- Experience** - At least one (1) year relevant experience preferably in disaster management, financial management, records management
- Eligibility** - With Career Service Eligibility is an advantage

**Job Summary:**

Serves as Division Clerk in the Disaster Response Management Division.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/ajnd589EPHmTcGLd6> not later than **5:00 PM of 26 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. 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.