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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 positions:

**1. One (1) Nurse I (Contract of Service)**

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

**Area of Assignment:** Statutory Programs Division – Regional Rehabilitation Center for Youth - I, Urayong, Bauang, La Union

**CSC – Prescribed Qualification Standards:**

Education	:	Bachelor of Science in Nursing
Training	:	None Required
Experience	:	None Required
Eligibility	:	RA 1080 – Registered Nurse

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

Education	:	Bachelor of Science in Nursing
Training	:	At least four (4) hours of relevant training; and With Standard First Aid and Basic Life Support Training.
Experience	:	With at least two (2) years of experience in hospital setting
Eligibility	:	RA 1080 – Registered Nurse

**Job Summary:**

Performs nursing care functions in the implementation of health services.

**2. One (1) Administrative Officer II (Contract of Service)**

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

**Area of Assignment:** Statutory Programs Division – Regional Rehabilitation Center for Youth - I, Urayong, Bauang, La Union

**CSC – Prescribed Qualification Standards:**

Education	:	Bachelor’s Degree relevant to the job
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required

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

Education	:	Bachelor’s Degree in Psychology
Training	:	Training on psychological assessment, counseling, and psychological first aid
Experience	:	None Required
Eligibility	:	RA 10029 – Registered Psychometrician
Others	:	Proficient in the use of computer (MS Office and other applications); With efficient interpersonal relations; and Excellent verbal and written communications skills.

**Job Summary:**

Provides psychological services to the clients of the Center.

**3. One (1) Administrative Assistant II – (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 8 / PhP19,744.00

**Area of Assignment:** Enhanced Partnership Against Hunger and Poverty Program – 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	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	None Required

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

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	:	Preferably with CS Sub-Professional / First Level Eligibility

**Job Summary:**

Provides administrative and logistical support to the technical staff of the EPAHP – RPMO.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/Byov4qo6TvqjFqs67> not later than **5:00 PM of 06 February 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.