
NOTICE OF VACANCY

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

1. One (1) Project Evaluation Officer III (Republication)

Employment Status : Contract of Service
Area of Assignment : KALAHI-CIDSS RPMO
Salary Grade / Monthly Salary : SG 18 / PhP 46,725.00
Program : KALAHI-CIDSS

Qualifications (Competency-Based):

Education : Bachelor's Degree relevant to the job
Training : Eight (8) hours of relevant training
Experience : Two (2) years of relevant experience
Eligibility : None Required

Job Description:

Under the M&E Officer III assists the other regional and cluster M&Es in Program monitoring, report and feedback preparation, provision of technical assistance on database management and GIS, and intake and monitoring of grievance.

2. One (1) Cash Clerk

Employment Status : Contract of Service
Area of Assignment : FMD – Cash Section
Salary Grade / Monthly Salary : SG 9 / PhP 21,211.00

Minimum Requirements:

Education : Completion of two-year studies in tertiary education, or graduate of any two-year technical vocational course
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : None Required

Preferred

Education : Bachelor's degree in Business Administration
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : None Required

Job Description:

The Cash Clerk will be responsible in the timely preparation and issuance of payments to claimants. He/She ensures that all regular reports are prepared and submitted on time.

3. Two (2) Administrative Aide IV (Driver)

Employment Status : Contract of Service
Area of Assignment : AD – General Services Section
 (KALAHI-CIDSS & DRMD)
Salary Grade / Monthly Salary : SG 4 / PhP 15,586.00

Minimum Requirements:

Education : Elementary School Graduate
Training : None Required
Experience : None Required
Eligibility : Professional Driver's License per MC
 No.10,s.2013

Additional Requirements

1. With professional driver's license (Restrictions 1 to 3)
2. At least one (1) year of relevant experience
3. With good interpersonal relationship
4. Able to work harmoniously, competently and effectively even under pressure
5. Willing to work long hours, to go on field work and to handle multi tasks type of work

Job Description:


The Administrative Aide IV (Driver) is responsible for the operation of the vehicle to transport authorized passengers, pick up and deliver mails and packages to and from other government offices and other program partners, and provide other related administrative support.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/TnCjrN4HxD4Jrj5p7> not later than **5:00 PM of 12 January 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/s of Employment;
6. Certification of Board Rating / Professional License / and CS Eligibility, if applicable;
7. Certification from School for Masteral units earned or completed, if any; and
8. 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.


RHEA R. RIDUAL-CALIX
 AO V / OIC, HRMDD
 01/05/2024