
NOTICE OF VACANCY

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

1. Five (5) Administrative Assistant I (Contract of Service)

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

Areas of Assignment: Statutory Programs Division-Social Pension Program Management Office (Provincial Operations Offices of Ilocos Norte, Ilocos Sur, Dagupan, and Lingayen)

CSC – Prescribed Minimum Qualification Standards:

Education	–	Completion of two - year studies in college / 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 relevant to the job
Training	–	None Required
Experience	–	None Required
Eligibility	–	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, the AA I performs office and / or administrative functions in the Social Pension Program Management Office under the Statutory Programs Division; and does other related work.

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

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

Areas 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.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/FLC6uK6fac6PdWmQ8> not later than **5:00 PM of 14 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. 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.