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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) Administrative Assistant II

**Status of Employment:** Contractual-Coterminous

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

**Area of Assignment:** Regional Program Management Office – Pantawid Pamilyang Pilipino Program (4Ps)

#### **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	-	Bachelor's degree preferably in Office Administration, Information Technology or any related course
Training	-	Four (4) hours training in records management is an advantage
Experience	-	One (1) year experience in administrative / clerical works
Eligibility	-	Preferably with CS Sub-Professional / First Level Eligibility

#### **Job Summary:**

Perform administrative support and clerical functions at the RPMO of 4Ps.

### 2. One (1) Administrative Assistant III

**Status of Employment:** Contractual-Coterminous

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

**Area of Assignment:** Under 4Ps mainstreamed at Finance and Management Division – Budget Section (FMD – BS)

#### **CSC – Prescribed Minimum 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 Qualification (Competency-Based):**

Education	-	Preferably a graduate of Bachelor of Science in Accountancy or any finance-related courses
Training	-	With at least four (4) hours of finance-related training
Experience	-	Experience in government financial management is an advantage
Eligibility	-	Preferably with CS Sub-Professional / First Level Eligibility

**Job Summary:**

Responsible in recording outgoing Obligation Request and Status (ORS) with other supporting documents and NORSA as well as updating in the EDTMS. Process as to funding of Pantawid Pamilya financial claims (TEVs) as to completeness and legality of attachments.

**3. One (1) Houseparent I**

**Status of Employment:** Contractual

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

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

**CSC – Prescribed Qualifications Standards:**

Education	–	High School Graduate
Training	–	None required
Experience	–	None required
Eligibility	–	None required (MC 11, s.96 - Cat. III)

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

1. Completion of two-year studies in College or College level
2. With training relevant to the job (First Aid, Houseparenting Standards, Surrogate Parenting, Food Preparation and Meal Management, Basic Computer, and Gender Sensitivity Training)
3. At least one (1) year relevant work experience in houseparenting, parental care, and reports preparation

**Job Summary:**

Under immediate supervision of the Houseparent III following detailed rules and procedures performs the housekeeping / parenting functions in the Residential Care Facility (RCF).

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/jPuc44C7crwRjPnZA> not later than **5:00 PM of 12 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.