
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant II

Status of Employment: Contractual-Coterminous

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

Area of Assignment: Provincial Operations Office of Ilocos Sur

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 POO Ilocos Sur of 4Ps.

2. Two (2) Social Welfare Assistant

Status of Employment: Contractual-Coterminous

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

Area of Assignment: Municipal Operations Offices in Ilocos Sur

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 in Social Work, Social Sciences or Allied Sciences
Training	-	With at least eight (8) hours relevant training in community organizing, frontline services
Experience	-	One (1) year relevant experience in office management administration, community organizing, administrative support to an organization or major / complex project
Eligibility	-	Preferably with CS Sub-Professional / First Level Eligibility

Job Summary:

Facilitate the Compliance Verification Forms distribution/retrieval and Social Welfare and Development Indicators administration and assist the City/Municipal Link in systems updates and supply side assessment.

3. Two (2) Administrative Assistant III (Municipal Roving Bookkeeper)

Status of Employment: Contractual-Coterminous

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

Area of Assignment: Municipal Operations Offices in Ilocos Sur & La Union

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 business-related courses
Training	-	With at least four (4) hours relevant training in accounting
Experience	-	One (1) year experience in government financial management/accounting is an advantage
Eligibility	-	Preferably with CS Sub-Professional / First Level Eligibility

Job Summary:

Facilitates payout concerns.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/jwBvgJjXBetFxcfZ6> not later than **5:00 PM of 25 March 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.