
NOTICE OF VACANCY

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

1. One (1) Manpower Development Officer I (Permanent)

Plantilla Item No.: OSEC-DSWDB-MDO1-143-2004

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

Area of Assignment: Statutory Programs Division – Area I Vocational Rehabilitation Center,
Dagupan City, Pangasinan

CSC – Prescribed Qualification Standards:

Education	:	Bachelor's Degree
Training	:	None Required
Experience	:	None Required
Eligibility	:	CS Professional / 2 nd Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Preferably graduate of Bachelor of Science in Education
Training	:	Trainings in Sign Language, Braille and Script is an advantage
Experience	:	At least six (6) months of related experience
Eligibility	:	RA 1080 – Licensed Professional Teacher

Job Summary:

Under the supervision of the Senior Manpower Development Officer; Provide skills training along Sign Language for the Deaf, Braille and Script to clients with visual disability.

2. One (1) Planning Officer I (Permanent)

Plantilla Item No.: OSEC-DSWDB-PLO1-51-2015

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

Area of Assignment: Policy and Plans Division - Policy Development and Planning Section

CSC – Prescribed Qualification Standards:

Education	:	Bachelor's degree relevant to the job
Training	:	None Required
Experience	:	None Required
Eligibility	:	CS Professional / 2 nd Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Bachelor's Degree in Environmental Planning, Public Administration, Business Management, Economics, Mathematics, and Social Sciences is an advantages
Training	:	At least four (4) hours of relevant training

Experience	:	At least six (6) months of related experience
Eligibility	:	CS Professional / 2 nd Level Eligibility

Job Summary:

The Planning Officer I performs functions relative to the sectoral planning and policy development of the Policy Development and Planning Section (PDPS) such as consolidating and preparing the sectoral plans (children, youth, senior citizens, persons with disability, and Filipino families) together with its annual accomplishment of the Department. Assists in providing secretariat functions to the external committees led by DSWD Field Office 1 under the leadership of PDPS. It will report directly to the Planning Officer III as the Section Head and does other related work.

3. One (1) Administrative Aide IV (Permanent)

Plantilla Item No.: OSEC-DSWDB-ADA4-667-2004

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

Area of Assignment: Human Resource Management and Development Division - Personnel Administration Section

CSC – Prescribed Qualification Standards:

Education	:	Completion of two-years studies in College or High School Graduate with relevant vocational/trade course
Training	:	None Required
Experience	:	None Required
Eligibility	:	CS Sub-Professional / 1 st Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Bachelor's Degree in Human Resource Development and Management, Information Technology, Computer Science, Development Communication, Business Administration, Office Administration, or any other related courses
Training	:	Four (4) hours of relevant training on personnel management, and administrative and financial management
Experience	:	At least six (6) months of relevant experience related to leave administration, management of personnel documents, preparation of reports and communications, and other relevant experience
Eligibility	:	Relevant MC 11 s. 1996 CS Sub-Professional / 1 st Level Eligibility

Job Summary:

The Administrative Aide IV is responsible for processing and recording of leave applications, updating of Employees' Leave Cards, and preparation of reports and other documents related to leave administration; management of personnel documents such as Daily Time Records, Leave Credit Cards, 201 files of staff, etc.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/Gg1HHxWKhQQBvDTHA> not later than **5:00 PM of 02 April 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.