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**NOTICE OF VACANCY**

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

1. **Two (2) Social Welfare Officer I (Contract of Service)**

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

**Area of Assignment:** Statutory Programs Division – Crisis Intervention Section

1 - Satellite Office, Pangasinan (Dagupan City);

1 - Satellite Office, Eastern Pangasinan (Binalonan)

**CSC – Prescribed Minimum Qualification Standards:**

Education **–** Bachelor’s Degree in Social Work

Training **–** None Required

Experience **–** None Required

Eligibility – RA 1080 – Registered Social Worker

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

Education **–** Bachelor’s Degree in Social Work

Training **–** Four (4) hours of relevant training

Experience **–** At least six (6) months of relevant experience

Eligibility **–** RA 1080 – Registered Social Worker

**Job Summary:**

Under immediate supervision of the Section Head and the SWAD Team Leader, implement social welfare programs and services and do tasks related work.

1. **One (1) Social Welfare Officer II (Contract of Service)  
   Salary Grade / Monthly Salary:** SG 15 / PhP36,619.00

**Area of Assignment:** Statutory Programs Division – Crisis Intervention Section

(Provincial Operations Office – Laoag City, Ilocos Norte)

**CSC – Prescribed Minimum Qualification Standards:**

Education **–** Bachelor’s Degree in Social Work

Training – Four (4) hours of relevant training

Experience – One (1) year of relevant experience to the job

Eligibility – RA 1080 – Registered Social Worker

**Preferred Qualifications (Competency-Based)**

Education **–** Bachelor’s Degree in Social Work

Training – Eight (8) hours training on case writing / management,

counseling,

case interviewing is an advantage

Experience – One (1) year of relevant experience to the job

Eligibility – RA 1080 – Registered Social Worker

**Job Summary:**

Under immediate supervision of the Section Head, will implement policies, regulations and work plans established by the agency and render direct service in accordance with the function and objective of the agency within the area of assignment; Conducts interviews; home visits; jail visits; case counseling and case management conferences; Conduct intake review and accomplishes forms that will determine client’s eligibility for service / assistance; Accomplishes social case study reports of clients; Assesses and recommends qualified clients for financial assistance; Coordinate/networks and maintains good working relationship with NGA’s, LGU’s, NGO’s GO and private individuals.

3. **Three (3) Administrative Assistant II (Contract of Service)**

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

**Area of Assignment:** Statutory Programs Division – Crisis Intervention Section

(Provincial Operations Office – Laoag City, Ilocos Norte)

**CSC – Prescribed Minimum Qualification Standards:**

Education **–** Completion of 2 years 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 to the job

Eligibility – Career Service Sub – Professional / 1st Level Eligibility

**Preferred Qualifications (Competency-Based)**

Education **–** Completion of 2 years 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 to the job

Eligibility – Career Service Sub – Professional / 1st Level Eligibility

**Job Summary:**

Under immediate supervision of the Section Head, will be in-charge in performing all types of clerical and administrative functions.

1. **Two (2) Administrative Assistant I (Contract of Service)**

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

**Area of Assignment:** Statutory Programs Division – Crisis Intervention Section

(1 – Provincial Operations Office – Laoag City, Ilocos Norte and

1 – Satellite Office Eastern, Pangasinan (Binalonan)

**CSC – Prescribed Minimum Qualification Standards:**

Education **–** Completion of 2 years in College or High School Graduate with

relevant vocational / trade course

Training – None required

Experience – None required

Eligibility – None Required

**Preferred Qualifications (Competency-Based)**

Education **–** Completion of 2 years 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 to the job

Eligibility – Career Service Sub – Professional / 1st Level Eligibility

**Job Summary:**

Under immediate supervision of the Section Head, will be in-charge in performing all

types of clerical and administrative functions.

1. **One (1) Project Development Officer I (Contract of Service)**

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

**Area of Assignment:** Disaster Response Management Division - Provincial Operations

Office, Candon City, Ilocos Sur

**CSC – Prescribed Minimum Qualification Standards:**

Education **–** Bachelor's Degree relevant to the job

Training – Four (4) hours of relevant training

Experience – One (1) year of relevant experience

Eligibility – Career Service Professional / Second Level Eligibility

**Preferred Qualifications (Competency-Based)**

Education **–** Preferably a graduate of BS Agriculture, Agricultural Engineering,

Environmental Science or any other related courses

Training – With at least eight (8) hours of relevant training in environmental

planning , climate change adaptation, and disaster related training,

project management, written and verbal communication

Experience – With one (1) year of relevant experience in disaster management,

project monitoring and evaluation, coordinating and networking, or

any other related work experiences

Eligibility – None required

**Job Summary:**

Act as Monitoring and Evaluation Officer (MEO) for Risk Resiliency Program Projects of the Field Office.

1. **One (1) Administrative Assistant I (Contract of Service)**

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

**Area of Assignment:** Disaster Response Management Division

**CSC – Prescribed Minimum Qualification Standards:**

Education **–** Completion of 2 years in College or High School Graduate with

relevant vocational / trade course

Training – None required

Experience – None required

Eligibility – None Required

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

Education - Bachelor’s degree preferably in Office Administration, Information Technology, Business Administration or any four-year course

Training - At least four (4) hours relevant training in records management, financial management, office management, and other

disaster related training

Experience - At least one (1) year relevant experience preferably in warehouse

management, administrative and clerical works

Eligibility - None required

**Job Summary:**

Perform administrative support and disaster-related functions of the Disaster Response Management Division.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: [https://forms.gle/gVN67gQBmqLLRLuj7](https://forms.gle/gVN67gQBmqLLRLuj7?fbclid=IwAR2R4v0bokWCje1IlHdssm-Y7R4DfWTJ-NJqBpPlrWwov53wy0B6-sTu_BU) not later than **5:00 PM of 11 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. 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.