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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 Contract of Service (COS) positions:

**1. One (1) Social Welfare Officer II – Republication**

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

**Area of Assignment:** Policy and Plans Division – Social Technology Section

**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 or any course on Social Science and Allied Profession is an advantage  
Training : Eight (8) hours of relevant training  
Experience : One (1) year of relevant experience  
Eligibility : RA 1080 – Registered Social Worker

**Job Summary:**

Under the supervision of SWO II, the Social Welfare Officer II shall perform key roles in the conduct of the implementation of the Pag-Abot program to Individuals and Families in Street Situations. Preparation of the implementation reports, perform key roles in social technology monitoring and evaluation and perform other related work.

**2. One (1) Financial Analyst I**

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

**Area of Assignment:** Policy and Plans Division – Regional Information and Communications Technology Management Section to be mainstreamed at the Finance and Management Division – Budget Section

**CSC – Prescribed Minimum Qualification Standard:**

Education : Bachelor’s Degree relevant to the job  
Training : None Required  
Experience : None Required  
Eligibility : None Required

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

Education : Bachelor’s Degree relevant to the job  
Training : Four (4) hours of relevant training  
Experience : One (1) year of relevant experience  
Eligibility : None Required

**Job Summary:**

The Financial Analyst I shall oversee the financial transactions of the RICTMS fund, control, and monitor the utilization of allotment and disbursement.

**3. One (1) Administrative Aide IV (Driver)**

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

**Area of Assignment:** Administrative Division – General Services Section

**Program:** KALAHI-CIDSS

**Minimum Requirements:**

Education : Elementary School Graduate  
 Training : None Required  
 Experience : None Required  
 Eligibility : Professional Driver’s License per MC No.10, s.2013

**Additional Requirements**

1. With professional driver’s license (Restrictions 1 to 3)
2. At least one (1) year of relevant experience
3. With good interpersonal relationship
4. Able to work harmoniously, competently and effectively even under pressure
5. Willing to work long hours, to go on field work and to handle multi tasks type of work

**Job Description:**

The Administrative Aide IV (Driver) is responsible for the operation of the vehicle to transport authorized passengers, pick up and deliver mails and packages to and from other government offices and other program partners, and provide other related administrative support.

**4. One (1) Project Development Officer II**

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

**Area of Assignment:** Disaster Response Management Division – Disaster Response Information Management Section

**Minimum Requirements:**

Education : Bachelor’s Degree relevant to the job  
 Training : Four (4) hours of relevant training  
 Experience : One (1) year of relevant experience  
 Eligibility : None required

**Preferred Qualifications:**

Education : Preferably a graduate of BS in Information Technology, BS in Business Administration, Development Communication, Mass Communication or other relevant courses  
 Training : At least eight (8) hours of relevant training in reports writing, database management, written and verbal communication and other disaster related training  
 Experience : One (1) year of relevant experience  
 Eligibility : None required

**Job Description:**

The Project Development Officer II is basically engaged in a 27/4 duty schedule with its team of DROMIC report writers, who are responsible and accountable in DROMIC’s compliance to its reportorial requirements for the entire Division and Field Office in disaster information dissemination and management. S/He is responsible to ensure that the Section/Unit fully complies with its mandated functions and responsibilities in the collection, consolidation, preparation for dissemination / website uploading of updated reports on all of DRMD’s Disaster Response Activities: from its Disaster Preparedness for Response; Disaster Response Management; Early Recovery and Rehabilitation; and Disaster Risk Resiliency programs, projects and activities (PPAs).

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/kPggJX24URAwAPDY7> not later than **5:00 PM of 12 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.