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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) Social Welfare Officer III (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-SOCWO3-283-2004

**Salary Grade / Monthly Salary:** SG 18 / PhP46,725.00

**Area of Assignment:** Statutory Programs Division – Haven for Women (StPD – HFW), Bonuan Binloc, Dagupan City, Pangasinan

**CSC – Prescribed Qualification Standards:**

Education	:	Bachelor’s degree in Social Work
Training	:	Eight (8) hours of relevant training
Experience	:	Two (2) years of relevant experience
Eligibility	:	RA 1080 – Registered Social Worker

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

Education	:	Units in Masters in Social Work is an advantage
Training	:	16 hours of training in case management and supervision
Experience	:	At least three (3) years of relevant experience in case management
Eligibility	:	RA 1080 – Registered Social Worker

**Job Summary:**

Oversee / manage the overall operations of the Residential Care Facility (RCF) and ensure that its mandate and deliverables are fulfilled in accordance to the set standards.

**2. One (1) Social Welfare Officer II (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-SOCWO2-642-2004

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

**Area of Assignment:** Office of the ARD for Operations – Social Welfare and Development - La Union

**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
Training	:	Training on social case management, technical assistance provision and programs/services to disadvantage vulnerable sectors
Experience	:	One (1) year relevant experience to the job
Eligibility	:	RA 1080 – Registered Social Worker

**Job Summary:**

Act as the SWD Team Leader of La Union. Under the general supervision and implement social welfare programs and services in the area.

**3. One (1) Legal Assistant II (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-LEA2-26-2021

**Salary Grade / Monthly Salary:** SG 12 / PhP29,165.00

**Area of Assignment:** Office of the Regional Director – Legal Unit

**CSC – Prescribed Qualification Standards:**

Education	:	Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Training	:	Four (4) hours of training relevant to legal work such as legal ethics, legal research and writing, or legal procedures
Experience	:	None required
Eligibility	:	Career Service Professional / Second Level Eligibility

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

Training	:	Eight (8) hours of relevant training
Experience	:	At least one (1) year of relevant experience
Eligibility	:	Career Service Professional / Second Level Eligibility

**Job Summary:**

Under general supervision and with limited latitude for the exercise of independent judgment, performs both administrative and technical work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/a9rgKNmKekzDqiCN6> not later than **5:00 PM of 16 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. 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.