
NOTICE OF VACANCY

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

1. One (1) Houseparent I (Contract of Service)

Two (2) Houseparent I (Contract of Service) – Anticipated Vacancy

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

Area of Assignment: Statutory Programs Division – Regional Rehabilitation Center for Youth - I, Urayong, Bauang, La Union

CSC – Prescribed Qualification Standards:

Education	–	High School Graduate
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

Preferred Qualifications (Competency-Based):

Education	–	Preferably College Graduate
Training	–	With training on Basic Occupational Safety and Health
Experience	–	Experience in parenting and housekeeping is an advantage
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

Job Summary:

Provide essential needs and ensure safety and security of clients.

2. Three (3) Houseparent II (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 6 / PhP17,553.00

Area of Assignment: Statutory Programs Division – Regional Rehabilitation Center for Youth - I, Urayong, Bauang, La Union

CSC – Prescribed Qualification Standards:

Education	–	High School Graduate
Training	–	None Required
Experience	–	None Required
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

Preferred Qualifications (Competency-Based):

Education	–	Preferably with Bachelor’s degree relevant to the job
Training	–	With at least eight (8) hours training on capability building of Houseparents
Experience	–	At least one (1) year work experience in youth handling and/or parenting is an advantage
Eligibility	–	None Required (MC 10, s. 2013 – Cat. III)

Job Summary:

Provide essential needs and ensure safety and security of clients.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/XiEfet9WNCmissox8> not later than **5:00 PM of 25 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.