
NOTICE OF VACANCY

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

1. Five (5) Project Development Officer II (City/Municipal Link)

Status of Employment: Contractual-Coterminous

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

Area of Assignment: Municipal Operations Offices in Pangasinan and Ilocos Sur

CSC – Prescribed 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	-	None required

Preferred Qualifications (Competency-Based):

Education	-	Bachelor’s degree preferably in Social Work, Social Sciences, Community Development or Allied Sciences
Training	-	At least 24 hours relevant training in planning and organizing frontline services
Experience	-	At least two (2) years relevant experience in community organizing, case management, support to an organization or major / complex project
Eligibility	-	Preferably with CS Professional (Second Level Eligibility) / RA 1080

Job Summary:

Administer the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all the systems are functioning at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/gHnc9YbGzaaqm6gC9> not later than **5:00 PM of 15 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.