
NOTICE OF VACANCY

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

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

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

Areas of Assignment: Statutory Programs Division - Social Pension Program Management Office (Provincial Operations Office of Dagupan City, Pangasinan)

CSC – Prescribed Minimum Qualification Standards:

Education	–	Bachelor’s degree relevant to the job
Training	–	None Required
Experience	–	None Required
Eligibility	–	Career Service Professional / 2 nd Level Eligibility

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

Knowledge and Skills:

1. Computer Literate (MS Office Applications, knowledge in information systems and database management, and Google Workspace);
2. With good report writing skills;
3. With good oral and written communication skills;
4. With positive work attitude and can work well under pressure;
5. With good interpersonal relationship;
6. With good coordination and networking skills; and
7. Can work independently but also a team player.

Job Summary:

Under immediate supervision, the PDO I plans, implements, monitors, and evaluates to ensure that the program objectives and regional targets are achieved within the prescribed timeline, and provides necessary recommendations for the improvement of the Social Pension Program; and does other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/hw1P9ECREbcU646f7> not later than **5:00 PM of 29 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.