
NOTICE OF VACANCY

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

1. Three (3) Social Welfare Officer II (Contract of Service)

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

Area of Assignment: Statutory Programs Division – Crisis Intervention Section

Satellite Office - Eastern Pangasinan (Binalonan)

Satellite Office - Central Pangasinan (Dagupan City)

Satellite Office - Eastern Pangasinan (Rosales) – Anticipated Vacancy

CSC – Prescribed Minimum Qualification Standards:

Education – Bachelor’s Degree in Social Work

Training – Four (4) hours of relevant training

Experience – One (1) year of relevant experience to the job

Eligibility – RA 1080 – Registered Social Worker

Preferred Qualifications (Competency-Based)

Education – Bachelor’s Degree in Social Work

Training – Eight (8) hours training on case writing / management, counseling, case interviewing is an advantage

Experience – One (1) year of relevant experience to the job

Eligibility – RA 1080 – Registered Social Worker

Job Summary:

Under immediate supervision of the Section Head, will implement policies, regulations and work plans established by the agency and render direct service in accordance with the function and objective of the agency within the area of assignment; Conducts interviews; home visits; jail visits; case counseling and case management conferences; Conduct intake review and accomplishes forms that will determine client’s eligibility for service / assistance; Accomplishes social case study reports of clients; Assesses and recommends qualified clients for financial assistance; Coordinate/networks and maintains good working relationship with NGA’s, LGU’s, NGO’s GO and private individuals.

2. One (1) Administrative Assistant I (Contract of Service)

Salary Grade / Monthly Salary: SG 7 / PhP18,620.00

Area of Assignment: Statutory Programs Division – Crisis Intervention Section

Field Office / Malasakit Center_ Ilocos Training and Regional Medical Center

CSC – Prescribed Minimum Qualification Standards:

Education – Completion of 2 years in College or High School Graduate with relevant vocational / trade course

Training – None required

Experience – None required

Eligibility – None Required

Preferred Qualifications (Competency-Based)

Education	–	Completion of 2 years in college or High School Graduate with relevant vocational / trade course
Training	–	At least four (4) hours of relevant training
Experience	–	At least six (6) months of relevant experience
Eligibility	–	None Required

Job Summary:

Under immediate supervision of the Section Head, will be in-charge in performing all types of clerical and administrative functions.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/UZzX9hnjvTktzTgq7> not later than **5:00 PM of 07 June 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.