
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. One (1) Administrative Assistant II

Status of Employment: Contractual-Coterminous

Salary Grade / Monthly Salary: SG 8 / PhP19,744.00

Area of Assignment: Provincial Operations Office of Pangasinan

CSC – Prescribed Qualification Standards:

Education	-	Completion of two-year studies in College or High School Graduate with relevant vocational / trade course
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 Office Administration, Information Technology or any related course
Training	-	Four (4) hours training in records management is an advantage
Experience	-	One (1) year experience in administrative / clerical works
Eligibility	-	Preferably with CS Sub-Professional / First Level Eligibility

Job Summary:

Perform administrative support and clerical functions at the POO Pangasinan of 4Ps.

2. One (1) Project Development Officer II (Cluster Compliance Verification System Officer)

Status of Employment: Contractual-Coterminous

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

Area of Assignment: Provincial Operations Office of Pangasinan

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 in Management or Public Administration, Information Technology Management, Social Science and other related fields
Training	-	At least four (4) hours training related to data gathering and analysis, information management, monitoring, and evaluation, community/social development, research or project management.
Experience	-	At least one (1) year of experience related to project monitoring and evaluation, management, report writing, or information systems management
Eligibility	-	Preferably with CS Professional (Second Level Eligibility) / RA 1080

Job Summary:

In-charge of the Compliance Verification System processes in the cluster operations office and municipal office. Oversight the CVs Cycle as prescribed in the Pantawid timeline; ensure that the Compliance Data are correct, complete, and accurate; provides analysis on Compliance trends at the regional level and identify strategies to address issues and problems; submit all reportorial requirements to supervisor and endorse to RCVO; monitor non-compliance through Beneficiary Tracking Report; maintain and monitor zero-compliance list through under Evaluation Module; conduct necessary technical assistance to C/POO particularly during critical activities in the CVS process, and cascade new directives or instruction from NPMO; performs other related tasks as may be assigned by SWO III or SWO IV or PL.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/2FshRXCeVgJ4mjL5A> not later than **5:00 PM of 23 May 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.