
NOTICE OF VACANCY

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

1. One (1) Administrative Aide IV (Permanent)

Plantilla Item No.: OSEC-DSWDB-ADA4-673-2004

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

Area of Assignment: Disaster Response Management Division

CSC – Prescribed Qualification Standards:

Education	:	Completion of two-year studies in college or relevant vocational trade course
Training	:	None required
Experience	:	None required
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Bachelor’s degree relevant to the job
Training	:	With at least four (4) hours relevant training
Experience	:	With at least one (1) year of relevant experience
Eligibility	:	Career Service (Sub-professional) / First Level Eligibility

Job Summary:

The Administrative Aide IV is under direct supervision of the Officer-in-Charge of the Disaster Response Management Division and to perform clerical and administrative support functions in the division.

2. One (1) Administrative Aide IV (Permanent)

Plantilla Item No.: OSEC-DSWDB-ADA4-666-2004

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

Area of Assignment: Administrative Division – Procurement Section

CSC – Prescribed Qualification Standards:

Education	:	Completion of two-year studies in college or relevant vocational trade course
Training	:	None required
Experience	:	None required
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Preferably graduate of BS Office Management, BS in Administration, Bachelor of Education or any related course
Training	:	Eight (8) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
Others	:	Knowledge of RA 9184 is an advantage With good interpersonal relationship Computer Literate (MS Office Applications)

Job Summary:

Under the general supervision of the Section Head of the Section and performs clerical and administrative support functions at the Procurement Section – Contract Management Unit; and does other related work.

3. One (1) Administrative Assistant II (Permanent)

Plantilla Item No.: OSEC-DSWDB-ADAS2-182-2004

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

Area of Assignment: Human Resource Management and Development Division – Human Resource Planning and Performance Management Section

CSC – Prescribed Qualification Standards:

Education	:	Completion of two-year studies in college or relevant vocational trade course
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Preferably graduate of BS in Business Administration, BS in Office Administration, Information Technology, and other related courses
Training	:	Eight (8) hours of relevant HR-related and / or office management trainings
Experience	:	Experience in Recruitment, Selection, and Placement (RSP) and / or Performance Management System (PMS) is an advantage
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
Others	:	Competent in the use of MS Office applications and Google Workspace; With good oral and written communication

Job Summary:

Under general supervision of the Section Head and performs functions along Recruitment, Selection and Placement (RSP) and Performance Management System (PMS). Also performs administrative / clerical functions of the Section.

4. One (1) Administrative Officer II (Permanent)

Plantilla Item No.: OSEC-DSWDB-ADOF2-22-2015

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

Area of Assignment: Human Resource Management and Development Division – Human Resource Planning and Performance Management Section

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s degree relevant to the job
Training	:	None required
Experience	:	None required
Eligibility	:	Career Service Professional / Second Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Preferably Graduate of Bachelor of Science in Business Administration (BSBA) major in Human Resource Management and Development (HRMD), BS Psychology, BS Information Technology, BS Computer Science and other related course
Training	:	With at least eight (8) hours of training in HRMD, recruitment selection and placement and performance management
Experience	:	With at least one (1) year experience in Recruitment, Selection and Placement and/or Performance Management System
Eligibility	:	Career Service Professional / Second Level Eligibility

Job Summary:

Under general supervision of the Section Head, performs technical and administrative functions in the implementation of policies along Recruitment, Selection, and Placement and Performance Management System.

5. One (1) Administrative Officer II (Permanent)

Plantilla Item No.: OSEC-DSWDB-ADOF2-20-2015

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

Area of Assignment: Finance and Management Division – Budget Section

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s degree relevant to the job
Training	:	None required
Experience	:	None required
Eligibility	:	Career Service Professional / Second Level Eligibility

Preferred Qualifications (Competency-Based):

Education	:	Preferably graduate of BS Accountancy
Training	:	At least four (4) hours training in Budget Management
Experience	:	At least one (1) year experience in Financial Management
Eligibility	:	Career Service Professional / Second Level Eligibility

Job Summary:

To provide an efficient and effective financial plan to support the Department's Programs/ Activities/ Projects aimed at achieving its desired outcome and mandate; develop and implement policies and guidelines for the effective, efficient, and economical management of financial resources of the Field Office; manage financial and related non-financial information system to ensure timely compliance with reporting requirements of oversight agencies and statutes, and to support or provide management with relevant information and advice/ options in decision making process; and the evaluation and analysis of the operating performance of various responsibility centers of the Field Office.

6. One (1) Social Welfare Officer I (Permanent) - Republication

Plantilla Item No.: OSEC-DSWDB-SOCWO1-157-2004

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

Area of Assignment: Disaster Response Management Division - Disaster Response and Rehabilitation Section

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s degree in Social Work
Training	:	None required
Experience	:	None required
Eligibility	:	RA 1080 - Registered Social Worker

Preferred Qualifications (Competency-Based):

Education	:	Bachelor’s degree in Social Work
Training	:	At least four (4) hours of training With disaster-related trainings is an advantage
Experience	:	At least one (1) year relevant experience
Eligibility	:	RA 1080 - Registered Social Worker

Job Summary:

Under general supervision, implements social welfare programs and services within the area of assignment and performs other related work.

7. One (1) Social Welfare Officer I (Contractual)

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

Area of Assignment: Statutory Programs Division - Home for Girls

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s degree in Social Work
Training	:	None required
Experience	:	None required
Eligibility	:	RA 1080 - Registered Social Worker

Preferred Qualifications (Competency-Based):

Education	:	Bachelor’s degree in Social Work
Training	:	Eight (8) hours or relevant training
Experience	:	Two (2) years of relevant experience
Eligibility	:	RA 1080 - Registered Social Worker

Job Summary:

Provide protection, care, treatment and rehabilitation to abused and exploited girls below 18 years old. Under general supervision, implements social welfare programs and services particularly court related cases within the area and performs other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/ABHtwhcLJowU16r58> 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. 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.