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# NOTICE OF VACANCY

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

**1. 59 Project Development Officer II (Anticipated vacancy)**

<b>Employment Status</b>	:	Contract of Service
<b>Area of Assignment</b>	:	Regionwide
<b>Salary Grade / Monthly Salary</b>	:	SG 15 / PhP 36,619.00
<b>Division/Program</b>	:	Specialized Programs Division – Sustainable Livelihood Program

**Qualifications (CSC-Prescribed):**

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

**Job Description:**

The Project Development Officer (PDO) II handles technical support, basic communication and coordination work. The PDO II are expected to work under the supervision of project/program managers and with other team members to achieve desired outputs and outcomes. Furthermore, PDO II may be deployed and tasked to work in various specialized fields such as program operations, program development, program finance, planning, monitoring and evaluation, capability and partnerships building, and social marketing.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/qnRrdLjaGhUyUHXS7> not later than **5:00 PM of 13 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. Certificates of Trainings, Seminars attended;
5. Certificate/s of Employment;
6. Certification of Board Rating / Professional License / and CS Eligibility, if applicable;
7. Certification from School for Masteral units earned or completed, if any; and
8. 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.
3. Previous applicants need not to apply