
NOTICE OF VACANCY

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

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 Ilocos Sur)

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 PDO1 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.

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

Salary Grade / Monthly Salary: SG 9 / PhP21,211.00

Area of Assignment: Statutory Programs Division - Social Pension Program Management Office (Provincial Operations Office of Pangasinan – Rosales, Pangasinan)

CSC – Prescribed Minimum 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	–	Career Service Sub-professional / 1 st Level Eligibility

Preferred Qualifications (Competency Based):

Education	–	Preferably graduate of any Finance-related course
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 Administrative Assistant III (Senior Bookkeeper) assist in the monitoring of Social Pension Program funds, and ensuring that funds are utilized accordingly; and does other related work.

3. One (1) Information Officer I (Contract of Service)

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

Area of Assignment: Office of the Regional Director – Social Marketing Unit

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	–	Preferably graduate of Development Communications, Mass Communication, Journalism, or any related course
Training	–	Four (4) hours of relevant training along information and communications management
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 IO I performs technical and/or administrative functions in the SPPMO and other related activities of StPD; and document supports services and other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/vsgALE5MGN1HwQey5> not later than **5:00 PM of 30 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.