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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:

- 1. One (1) Social Welfare Officer II (Contract of Service) (Anticipated Vacancy)**  
**Salary Grade / Monthly Salary:** SG 15 / PhP36,619.00  
**Area of Assignment:** Statutory Programs Division – Community-Based Service Section  
– Travel Clearance Unit  
**Period of Engagement:** 01 July to 30 September 2024

**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
Eligibility	–	RA 1080 (Registered Social Worker)

**Preferred Qualifications (Competency Based):**

Education	–	Bachelor’s degree in Social Work
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience preferably working with children is an advantage
Eligibility	–	RA 1080 (Registered Social Worker)

**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 of the Unit Head, performs technical functions in the implementation of services to minor/s traveling abroad, and performs other related tasks.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/i4kd3cCMG24fviWC8> not later than **5:00 PM** of **21 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.