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| **NOTICE OF VACANCY** |

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

1. **One (1) Municipal Financial Analyst**

**Area of Assignment :** SPPD-KALAHI-CIDSS (Regionwide)

**Salary Grade / Monthly Salary :** SG 15 / PhP 36,619.00

**Period of Engagement** : Until 31 December 2024

**Minimum 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:**

1. Preferably a graduate of **Bachelor’s Degree in** **Accountancy, Business Administration** or any **finance-related courses**;
2. With at least eight (8) hours relevant training related to government accounting systems;
3. With at least one (1) year related work experience, preferably in a government institution;
4. Computer literate with basic knowledge on MS applications;
5. With positive work attitude and can work under pressure;
6. With good interpersonal relationships.

**Job Description:**

The Municipal Financial Analyst will be primarily responsible in (i) training community volunteers on financial management and fiduciary processes; (ii) assisting and providing TA to community volunteers in setting-up systems and processes for community-based finance management and fiduciary control, and; (iii) exercising QA and QC directly, over financial transactions relative to the request for, release and accounting of community grants.

1. **Three (3) Community Empowerment Facilitator**

**Area of Assignment :** SPPD-KALAHI-CIDSS (Regionwide)

**Salary Grade / Monthly Salary :** SG 15 / PhP 36,619.00

**Period of Engagement** : Until 31 December 2024

**Minimum 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:**

1. Graduate of any 4-year course relevant to **social development, community development**, and/or **social work.**
2. Must be fluent in the local dialect of the area to which the candidate will be assigned. In addition, candidates who are IPs shall also be preferred
3. Must be proficient with computer applications using MS Word, Excel, Power Point, Google Workspace and other applicable softwares
4. With positive work attitude and can work under pressure
5. With good interpersonal relationship

**Job Description:**

The Community Facilitator (CF) implements the Community Empowerment Activity Cycle (CEAC) at the barangay level. The CF ensures that barangay and community-level development processes and activities conducted along the CEAC are facilitated efficiently, with the direct participation, inclusion, and engagement of all stakeholders. The CF ensures that opportunities are provided, processes are designed, and mechanisms are established at the barangay level that would allow all sectors, especially the most marginalized groups, to engage in and benefit from project activities.

1. **One (1) Social Welfare Officer III**

**Area of Assignment** **:** STPD-CIS (FO MAIN)

**Salary Grade / Monthly Salary :** SG 18 / PhP46,725.00

**Program :** Ayuda sa Kapos ang Kita Program (AKAP)

**Period of Engagement** : Until 31 December 2024

**CSC – Prescribed Minimum Qualification Standards:**

**Education**  **:** Bachelor’s Degree in Social Work

**Training**  **:** Eight (8) hours of relevant training

**Experience** **:** Two (2) years of relevant experience

**Eligibility**  **:** R.A 1080 (Registered Social Work)

**Preferred Qualifications (Competency-Based)**

**Education** **:** Bachelor’s Degree in Social Work

**Training**  **:** Sixteen (16) hours of relevant training

**Experience** **:** Two (2) years of relevant experience

**Eligibility** **:** R.A 1080 (Registered Social Work)

**Job Summary:**

Under the immediate supervision of the Section Head, **he/she will assume the role of the Operations Team Lead.** He/She shall ensure that the program implementations and pertinent documents are aligned with the standard policies and regulations. Additionally, he/she shall enact necessary measures to maintain adherence to established standards.

1. **11 Social Welfare Officer II**

**Area of Assignment** **:** STPD-CIS (REGIONWIDE)

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

**Program :** Ayuda sa Kapos ang Kita Program (AKAP)

**Period of Engagement** : Until 31 December 2024

**CSC – Prescribed Minimum Qualification Standards:**

**Education** : Bachelor of Science in Social Work

**Training** : Four (4) hours of relevant training

**Experience** : One (1) year of relevant experience

**Eligibility**  : R.A 1080 (Registered Social Worker)

**Preferred Qualifications (Competency-Based)**

**Education**  : Bachelor of Science in Social Work

**Training** : Four (4) hours of relevant training

**Experience** : One (1) year of relevant experience

**Eligibility**  : R.A 1080 (Registered Social Worker)

**Job Summary:**

Under the immediate supervision of the Division Chief of the CID and/or Section Heads, **he/she will assume the role of "Social Worker"**, which entails implementation of policies, regulations, work plans, conduct Interviews, home visits, jail visits, case counseling, intake review, social case study reports, assess and recommend qualified clients for financial assistance, coordinate/networks and maintain good working relationships with NGA's, LGU's, NGO's and private individuals.

1. **One (1) Project Development Officer III**

**Area of Assignment** : STPD-CIS (FO MAIN)

**Salary Grade / Monthly Salary** : SG 18 / PhP46,725.00

**Program :** Ayuda sa Kapos ang Kita Program (AKAP)

**Period of Engagement** : Until 31 December 2024

**CSC – Prescribed Minimum Qualification Standards:**

**Education** **:** Bachelor’s Degree relevant to the job

**Training** **:** Eight (8) hours of relevant training

**Experience** **:** Two (2) years of relevant experience

**Eligibility**  **:** None required

**Preferred Qualifications (Competency-Based):**

**Education** **:** Bachelor’s Degree relevant to the job

**Training**  **:** Sixteen (16) hours of relevant training

**Experience** **:** Two (2) years of relevant experience

**Eligibility** **:** Preferably Career Service (Professional) / Second Level

Eligibility

**Job Summary:**

Under the immediate supervision of the Section Head, **he/she will assume the role of the Program Compliance Team Lead.** He/She shall ensure that the program implementations and pertinent documents are aligned with the standard policies and regulations. Additionally, he/she shall enact necessary measures to maintain adherence to established standards.

1. **Four (4) Project Development Officer II**

**Area of Assignment** **:** STPD-CIS (FO MAIN)

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

**Program :** Ayuda sa Kapos ang Kita Program (AKAP)

**Period of Engagement** : Until 31 December 2024

**CSC Prescribed Minimum Qualification Standards:**

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| **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):**

**ANTI RED TAPE UNIT FOCAL**

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| **Education** | **:** | Bachelor’s Degree relevant to the job |
| **Training** | **:** | Four (4) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | Preferably Career Service (Professional) / Second Level Eligibility |
| **Job Summary:**  Under the immediate supervision of the Program Compliance Team Lead, **he/she will assume the role of "International Organization for Standardization Focal" and "CART/ARTU focal"**, which entails the implementation of the ISO Strategy and ARTA standards by facilitating the work of the division, ensuring the effective implementation and maintenance of the rules and procedures for standards development, advising the technical community, and driving initiatives and projects related to technical policy. | | |

**SYSTEMS AND DATABASE MAINTENANCE**

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| **Education** | **:** | Bachelor’s Degree in Computer Science, Information Technology, Information Systems, or Computer Engineering |
| **Training** | **:** | Four (4) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | Preferably Career Service (Professional) / Second Level Eligibility |
| **Job Summary:**  Under the immediate supervision of the Program Compliance Team Lead, **he/she will be responsible for systems and database maintenance duties within the Information Communication and Technology Team of the program**. This role primarily involves system upkeep, data monitoring, and technical documentation. Additionally, the individual will provide support to the Digital Transformation Officer and/or the IT Officer in collaborative endeavors with consultants, as well as cooperation with the planning and digital teams at the DSWD.Proficiency and experience in system maintenance, including but not limited to spreadsheet creation and management, troubleshooting, updates, and optimization, are essential qualifications for this position. | | |

**MONITORING AND REPORTING OFFICER**

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| **Education** | **:** | Bachelor’s Degree in Social Sciences |
| **Training** | **:** | Four (4) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | Preferably Career Service (Professional) / Second Level Eligibility |
| **Job Summary:**  Under the immediate supervision of the Program Compliance Team Lead, **he/she will assume the role of "Monitoring and Reporting Officer"**, which entails implementing a positive leadership role model, motivates, and directs personnel to achieve daily accomplishments. He/she shall apply innovation and creativity to problem-solving related to the monitoring system as well as lead the data tracking and monitoring in the Crisis Intervention Section. | | |

**PARTNERSHIP FOCAL**

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| **Education** | **:** | Bachelor’s Degree relevant to the job |
| **Training** | **:** | Four (4) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | Preferably Career Service (Professional) / Second Level Eligibility |
| **Job Summary:**  Under the immediate supervision of the Program Compliance Team Lead **he/she will assume the role of "Partnership Focal"**. This focal manages the MOA between DSWD and Service Providers with the task to prioritize the needs of our clients in providing Ayuda sa Kapos ang Kita (AKAP) Program. | | |

1. **One (1) Administrative Assistant II (Republication)**

**Area of Assignment :** STPD-CIS (FO MAIN)

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

**Period of Engagement** : Until 31 December 2024

**CSC – Prescribed Minimum Qualification Standards:**

**Education** : Completion of 2 years in College or High School Graduate

with relevant vocational / trade course

**Training** : At least 4 hours of relevant training

**Experience** : At least 1 year of relevant experience

**Eligibility** : None required

**Preferred Qualifications (Competency-Based):**

**Education**  : Completion of 2 years in College or High School Graduate

with relevant vocational / trade course

**Training** : At least four (4) hours of relevant training

**Experience** : At least 1 year of relevant experience

**Eligibility**  : None required

**Job Summary:**

Under immediate supervision of the Section Head, will be in-charge in performing all types of clerical and administrative functions.

1. **Seven (7) Administrative Assistant II (Clerk IV)**

**Area of Assignment :** STPD-CIS (REGIONWIDE)

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

**Program :** Ayuda sa Kapos ang Kita Program (AKAP)

**Period of Engagement** : Until 31 December 2024

**CSC – Prescribed Minimum Qualification Standards:**

**Education** : Completion of two years in College

**Training** : At least 4 hours of relevant training

**Experience** : At least 1 year of relevant experience

**Eligibility** : None required

**Preferred Qualifications (Competency-Based):**

**Education**  : Completion of 2 years in College

**Training** : At least four (4) hours of relevant training

**Experience** : At least 1 year of relevant experience

**Eligibility**  : Preferably Career Service – Sub Professional / 1st Level

Eligibility

**Job Summary:**

Under the immediate supervision of the unit head and/or section head of the, **he/she will assume the role of "Admin Support"**, which entails encoding client's information into the Monitoring System of the program.

1. **Four (4) Administrative Assistant III**

**Area of Assignment :** DRMD-DRRS (FO MAIN)

DRMD-DRIMS (FO MAIN)

HRMDD-PERSONNEL ADMINISTRATION

SECTION

**Salary Grade / Monthly Salary :** SG 9 / PhP 21,211.00

**Period of Engagement** : Until 31 December 2024

**CSC Prescribed Minimum Qualification Standards:**

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| **Education** | **:** | Completion of two-year studies in College or High School |
| **Training** | **:** | Four (4) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | None required |

**DRMD - DRRS AND DRIMS (FO MAIN)**

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| **Education** | **:** | Bachelor’s degree preferably in Office Administration, Information Technology, Business Administration BS in Psychology or any related course |
| **Training** | **:** | At least four (4) hours relevant training in records management, financial management office management, and other disaster related training |
| **Experience** | **:** | At least one (1) year relevant experience preferably in disaster management, financial management, records management |
| **Eligibility** | **:** | None required |
| **Job Summary:**  The Administrative Assistant III is responsible for providing complex and advanced clerical and administrative support to the section/division. Likewise, assist the Social Welfare Officer in providing technical assistance to the partners/stakeholders related to the implementation of different programs, projects, and activities of the Disaster Response and Rehabilitation Section. | | |

**DRMD MAINSTREAMED HRMDD-PAS (ANTICIPATED VACANCY)**

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| **Education** | **:** | Bachelor’s Degree in Human Resource Development and Management, Information Technology, Computer Science, Development Communication, Business Administration, Office Administration, or any other related courses |
| **Training** | **:** | Eight (8) hours of relevant training on personnel management (e.g. payroll preparation and leave administration), and administrative and financial management |
| **Experience** | **:** | One (1) year relevant experience related to leave administration management of personnel documents, preparation of reports and communications, and other relevant experience. |
| **Eligibility** | **:** | None required |
| **Job Summary:**  The Administrative Assistant III is responsible for review of Daily Time Records and its attachments, preparation of payrolls for cost of services rendered and compensation of extra services rendered, processing and recording of leave applications, preparation of correspondences, and management of personnel documents such as Daily Time Records, 201 files, etc. of DSWD FO1 Contract of Service Workers (COSWs). | | |

1. **One (1) Information Technology Officer I (Server Administrator)**

**Area of Assignment :** PPD-RICTMS (FO MAIN)

**Salary Grade / Monthly Salary :** SG 19 / PhP 51,357.00

**Period of Engagement** : Until 31 December 2024

**Minimum Qualification Standards:**

Education **:** Bachelor’s Degree relevant to the job

Training **:** Eight (8) hours of relevant training

Experience  **:** Two (2) years of relevant experience

Eligibility **:** None required

**Preferred Qualifications (Competency-based):**

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| **Education** | **:** | Bachelor’s degree in Information Technology, Computer Science or a related field. |
| **Training** | **:** | Eight (8) hours of relevant training |
| **Experience** | **:** | 3+ years of experience in project management, preferably within the digital transformation or ICT domain |
| **Eligibility** | **:** | None required |

**Job Description:**

The Information Technology Officer I shall perform the functions of a Server Administrator who shall be responsible for the installation, maintenance, and overall management of an organization’s server infrastructure. Their role involves ensuring the reliability, security, and performance of servers and associated systems.

1. **One (1) Information Systems Analyst III (Republication)**

**Area of Assignment :** PPD-RICTMS (FO MAIN)

**Salary Grade / Monthly Salary :** SG 19 / PhP 51,357.00

**Period of Engagement** : Until 31 December 2024

**Minimum Qualification Standards:**

Education **:** Bachelor’s Degree relevant to the job

Training **:** Eight (8) hours of relevant training

Experience  **:** Two (2) years of relevant experience

Eligibility **:** None required

**Preferred Qualifications (Competency-based):**

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| **Education** | **:** | Bachelor’s Degree relevant to the job |
| **Training** | **:** | Eight (8) hours of relevant training |
| **Experience** | **:** | Two (2) years of relevant experience |
| **Eligibility** | **:** | None required |

**Job Description:**

The position is responsible for development of application software / information systems, deployment, maintenance and management; document developed application software / information systems; oversee application software / information systems deployed or endorsed.

1. **One (1) Project Development Officer II (Republication)**

**Area of Assignment :** PPD-SWIDS-TARA (FO MAIN)

**Salary Grade / Monthly Salary :** SG 15 / PhP 36,619.00

**Period of Engagement** : Until 31 December 2024

**CSC Prescribed Minimum Qualification Standards:**

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| **Education** | **:** | Bachelor’s Degree in 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):**

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| **Education** | **:** | Preferably graduate of BS in Social Work, BS in Community Development, BS in Organizational and Social Systems, BS in Applied Corporate Management, or any related course |
| **Training** | **:** | With training on technical writing, effective communication, report preparation, and research, data management and analysis |
| **Experience** | **:** | One (1) year of relevant experience in report writing, facilitation, provision of technical assistance, monitoring and evaluation of activities |
| **Eligibility** | **:** | Career Service Professional / Second Level Eligibility is an advantage |

**Job Description:**

Under the direct supervision of the SWO III - TARA focal, the PDO II is mainly concerned in ensuring that the TARA Plan is collaboratively developed by the TARA Team and LGU which will be solidified through a Memorandum of Agreement as mandated by the provisions of the Memorandum Circular No. 10, Series of 2018 – Guidelines on the Provision of TARA to LGUs through LSWDOs. Also, the PDO II will act as the Monitoring and Evaluation Officer of the TARA who will manage and monitor the physical and financial accomplishment of TARA. This involves ensuring that the regional databases on SDCCA and other data relative to TARA are updated and easily accessible when needed. The PDO II shall also keep track of the activities of TARA to ensure that it is in accordance with the WFP and MDP. As assistive to the SWO III-TARA focal, the PDO II shall be responsible for full documentation of activities within a specific timeline and help in packaging the good practices employed in provision of technical assistance, conduct of the SDCCA, and other related activities.

1. **Four (4) Houseparent I**

**Area of Assignment** **:** STPD-RRCY I (Bauang, La Union)

and STPD-HFG (Agoo, La Union)

**Employment Status** **:** Contract of Service

**Salary Grade / Monthly Salary** **:** SG 4 / PhP 15,586.00

**Period of Engagement** : Until 31 December 2024

**CSC Prescribed Qualification Standards:**

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| --- | --- | --- |
| **Education** | **:** | High School Graduate |
| **Training** | **:** | None required |
| **Experience** | **:** | None required |
| **Eligibility** | **:** | None required (MC 10, s. 2013 – Cat. III) |

**Preferred Qualifications (Competency-based):**

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| **Education** | **:** | Preferably with Bachelor’s degree relevant to the job |
| **Training** | **:** | With at least eight (8) hours training on capability building of Houseparents |
| **Experience** | **:** | At least six (6) months work experience in youth handling and/or parenting is an advantage |
| **Eligibility** | **:** | None required (MC 10, s. 2013 – Cat. III) |

**Job Description:**

Provide essential needs and ensure safety and security of clients.

1. **Three (3) Administrative Assistant II**

**Area of Assignment :** SPPD-SLP mainstreamed

HRMDD-Personnel Administration Section

FMD-Budget Section FMD-Cash Section

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

**Period of Engagement** : Until 31 December 2024

**Minimum Qualification Standards:**

**Education :** Completion of 2 years 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 :** Graduate any two-year technical course or at least i 2 2 years in college

**Training :** Four (4) hours of relevant training

**Experience :** One (1) year of relevant experience

**Eligibility** **:** None required

**SLP MAINSTREAMED HRMDD-PERSONNEL ADMINISTRATION SECTION**

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| --- | --- | --- |
| **Education** | **:** | Completion of 2 years 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 |
| **Job Summary:**  Under the supervision of the Personnel Administration Section Head, the Administrative Assistant II shall act as the focal person for personnel administrative matters of the Sustainable Livelihood Program. | | |

**SLP MAINSTREAMED FMD-BUDGET SECTION**

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| **Education** | **:** | Completion of 2 years 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 |
| **Job Summary:**  Under the supervision of the Budget Section Head, the Administrative Assistant II shall act as the focal person for financial matters of the Sustainable Livelihood Program. | | |

**SLP MAINSTREAMED FMD-CASH SECTION**

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| **Education** | **:** | Completion of 2 years 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 |
| **Job Summary:**  Under the supervision of the Cash Section Head, the Administrative Assistant II shall act as the focal person for financial matters of the Sustainable Livelihood Program. | | |

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/gqzYmLk96fpBY2yE9> not later than **5:00 PM of 15 July 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.