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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 positions:

**1. One (1) Supervising Administrative Officer (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-SADOF-52-2015

**Salary Grade / Monthly Salary:** SG 22 / PhP71,511.00

**Area of Assignment:** Administrative Cluster

**CSC – Prescribed Qualification Standards:**

Education	-	Bachelor’s Degree relevant to the job
Training	-	16 hours of relevant training
Experience	-	Three (3) years of relevant experience
Eligibility	-	CS Professional (Second Level Eligibility)

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

1. Very good in written and oral communication
2. With excellent problem solving and decision-making skills
3. Able to think strategically and systematically
4. Management and/or supervision of office, resources and people.

**Job Summary:**

Under direct supervision of the OIC – Assistant Regional Director for Administration, and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to policy formulation for the Agency, program management; and does other related tasks that may be assigned from time to time.

**2. One (1) Social Welfare Officer II (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-SOCWO2-397-2004

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

**Area of Assignment:** Statutory Programs Division – Area I Vocational Rehabilitation Center

**CSC – Prescribed 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 (Social Worker)

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

Education	-	Bachelor’s Degree in Social Work
Training	-	At least eight (8) hours relevant training
Experience	-	At least two (2) years relevant experience in case management
Eligibility	-	RA 1080 (Social Worker)

**Job Summary:**

Under the supervision of the Training Center Superintendent II, act as the Head of the Social Services Section (SSS), and lead the case management of clients.

**3. One (1) PDO II (Institutional Partnership Development Officer – LGU Focal)****Status of Employment:** Contractual-Coterminous**Salary Grade / Monthly Salary:** SG 15 / PhP36,619.00**Area of Assignment:** 4Ps – Regional Program Management Office**CSC – Prescribed 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 (Competency-Based):**

Education	-	Bachelor's Degree relevant to the job
Training	-	At least four (4) hours of relevant training
Experience	-	At least one (1) year of relevant experience
Eligibility	-	CS Professional (Second Level Eligibility) / RA 1080

**Job Summary:**

Reporting directly to the Regional Program Coordinator, the LGU focal engages the local government units, its related organizations, and the program staff to address supply-side gaps and ensure post-service interventions to sustain program gains.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/wDyJGUgBpJvpFSmG7> not later than **5:00 PM of 30 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. 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.