

NOTICE OF VACANCY

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

1. One (1) Information Technology Officer I (Anticipated Vacancy)

Status of Employment : Contract of Service
Area of Assignment : Statutory Programs Division – Social Pension Program Management Office
Salary Grade / Monthly Salary : 19 / Php 51,357.00

CSC – Prescribed 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 in Computer Science, Information Technology, Information Systems Management, Business Information System, Computer Engineering, or related course
Training	: Eight (8) hours of relevant training
Experience	: Two (2) years of relevant experience
Eligibility	: None Required
Job Summary:	
Under immediate supervision, the ITO I operates the Social Pension Information System and other databases of Social Pension Program, facilitates beneficiary data management at the Regional level to ensure that beneficiaries’ data stored in the SPIS is factual and updated; and does other related work.	

2. One (1) Information Technology Officer I (Database Administrator)

Status of Employment : Contract of Service
Area of Assignment : PPD - Regional Information and Communications Technology Management Section
Salary Grade / Monthly Salary : SG 19/ Php 51,357.00

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 : Career Service Professional / Second Level Eligibility

Preferred Qualifications (Competency Based):

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 database administration
Eligibility	: None required

Job Summary:

The ITO-I shall perform the functions of a Database Administrator (DBA) who shall be responsible for the design, implementation, maintenance, and performance of an organization's database systems. They ensure the security, integrity, and availability of the databases while also optimizing their performance.

3.One (1) Computer Programmer III (Software Quality Assurance Engineer)

Status of Employment : Contract of Service
Area of Assignment : PPD - Regional Information and Communications
 Technology Management Section
Salary Grade / Monthly Salary : SG 18/ Php46,725.00

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 in Information Technology, Computer Science, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	2+ years of experience in web application testing
Eligibility	:	None required

Job Summary:

The Computer Programmer III shall perform the functions of a Software Quality Engineer who shall be responsible for ensuring the quality, reliability, and performance of the digital solutions developed by the DSWD. This includes designing and executing comprehensive testing strategies, identifying and addressing software issues, and collaborating with various stakeholders to enhance the overall quality of the software. The Software Quality Engineer plays a critical role in the organization's digital transformation efforts by ensuring that digital solutions meet the highest standards of quality, ultimately benefiting millions of Filipinos and fostering a more resilient and connected society.

4.One (1) Training Specialist III (Anticipated Vacancy)

Status of Employment : Contract of Service
Area of Assignment : KALAHI-CIDSS Regional Program Management
 Office
Salary Grade / Monthly Salary : SG 18/ Php46,725.00

CSC – Prescribed Minimum Qualification Standards:

Education : Bachelor’s Degree relevant to the job
Training : Eight (8) hours of relevant training
Experience : One (1) year of relevant experience
Eligibility : None required

Preferred Qualifications (Competency Based):

Education	:	Bachelor's Degree in Social Science and other related fields. Post-graduate degree or units in social science, sociology, community development, research and/or development studies is an advantage
Training	:	At least 40 hours of training in adult learning education in a community development context. Additional training on participatory learning and action, participatory action research, project management, capacity building assessment and evaluation is an advantage
Experience	:	At least two (2) years' experience in adult learning, popular education and/or alternative learning systems, and in management of training programs, including logistics. Experienced in contract management of service providers will be an advantage.
Eligibility	:	None required
Job Summary:		
<p>The Training Specialist III shall provide timely and adequate capability building services to the staff. This shall include conduct of training and other capability building activities, provision of technical support to the planning, preparation and assessment and evaluation of training interventions, preparation of proposals, mobilization and management of logistics needs, maintenance of training database, and contract management of training service providers.</p>		

5. Two (2) Social Welfare Officer II (Anticipated Vacancy)

Status of Employment : Contract of Service
Area of Assignment : Statutory Programs Division – Crisis Intervention
 Section: Malasakit Center Ilocos Training
 Regional Medical Center and Provincial
 Operations Office - Ilocos Norte
Salary Grade / Monthly Salary : 15 / Php 36,619.00

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	:	Eight (8) training on case writing / management, counseling, case interviewing is an advantage
Experience	:	One (1) year of relevant experience
Eligibility	:	RA 1080 (Social Worker)
Job Summary:		
<p>Under immediate supervision of the Section Head, will implement policies, regulations and work plans established by the agency and render direct service in accordance with the function and objective of the agency within the area of assignment, Conducts interviews; home visits, jail visits, case counseling and case management conferences: Conduct intake review and accomplishes forms</p>		

that will determine client's eligibility for service / assistance, Accomplishes social case study reports of clients, Assesses and recommends qualified clients for financial assistance, Coordinates/networks and maintains good working relationship with NGA's, LGU'S, NGO'S GO and private individuals

6. One (1) Social Welfare Officer II

Status of Employment : Contract of Service
Area of Assignment : Statutory Programs Division - Regional Rehabilitation Center for Youth - I, Urayong, Bauang, La Union
Salary Grade / Monthly Salary : SG 15/ Php 36,619.00

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 (Social Worker)

Preferred Qualifications (Competency Based):

Education	:	Bachelor’s Degree in Social Work
Training	:	With trainings on Case Management, and Skills Enhancement in the Administration of Discernment Tool
Experience	:	At least one (1) year experience of dealing with Children in Conflict with the Law (CICLs)
Eligibility	:	RA 1080 (Social Worker)
Others	:	Computer Literate (MS Office applications, Google Workspace)
Job Summary:		
The Social Welfare Officer II shall conduct assessment, case analysis, and provide social work intervention to client/s.		

7. One (1) Administrative Assistant II (Anticipated Vacancy)

Status of Employment : Contract of Service
Area of Assignment : Human Resource Management and Development Division – Human Resource Planning and Performance Management
Salary Grade / Monthly Salary : 8 / Php 19,744.00

CSC – Prescribed Qualification Standards:

Education : Completion of two - year studies in college / high school graduate with relevant vocational / trade course
Training : Four (4) hours of related training
Experience : One (1) year of related experience
Eligibility : None required

Preferred Qualifications (Competency Based):

Education	:	Preferably a Bachelor’s degree in Psychology, Human Resource
Training	:	Four (4) hours of related training
Experience	:	One (1) year of related experience
Eligibility	:	None required

Job Summary:

Under immediate supervision, the AA II performs mainly under the recruitment, placement, and selection, performance management system and does other office and / or administrative functions related work.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/6njDBrVhNzfb5Tuo9> not later than **5:00 PM of 09 September 2024** with the following attachments:

1. Application Letter;
2. Updated Personal Data Sheet (CS Form No. 212, Revised 2017) with attached Work Experience Sheet **or** Comprehensive Resume with 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.