

# 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) Social Welfare Officer I**

**Status of Employment** : Contract of Service  
**Area of Assignment** : Statutory Programs Division - Area I Vocational Rehabilitation Center, Bonuan Binloc, Dagupan City, Pangasinan  
**Salary Grade / Monthly Salary** : 11 / Php 27,000.00

**CSC – Prescribed Qualification Standards:**

**Education** : Bachelor’s Degree in Social Work  
**Training** : None Required  
**Experience** : None Required  
**Eligibility** : RA 1080 (Registered Social Worker)

**Preferred Qualifications (Competency Based):**

<b>Education</b>	: Bachelor’s Degree in Social Work
<b>Training</b>	: At least 16 hours of relevant training
<b>Experience</b>	: At least one (1) year of experience on case management
<b>Eligibility</b>	: RA 1080 (Registered Social Worker)

**Job Summary:**

Social Welfare Officer I is responsible for providing assessment to come up with an intensive intervention plan and case management approach responding to the present need of Persons with Disability. Uplifting the social functioning of individuals having physical inadequacies and persons with disability lacking with social acceptance are also the main objective of the Social Welfare Officer I.

**2. One (1) Houseparent I**

**Status of Employment** : Contract of Service  
**Area of Assignment** : Statutory Programs Division - Area I Vocational Rehabilitation Center, Bonuan Binloc, Dagupan City, Pangasinan  
**Salary Grade / Monthly Salary** : 4 / Php 15,586.00

**CSC – Prescribed Qualification Standards:**

**Education** : High School Graduate  
**Training** : Four (4) hours of relevant training  
**Experience** : One (1) year of relevant experience  
**Eligibility** : None Required (MC 11, S.96 Cat. 111)

**Preferred Qualifications (Competency Based):**

<b>Education</b>	: At least two (2) years in College
<b>Training</b>	: Trainings on Houseparenting
<b>Experience</b>	: One (1) year of relevant experience
<b>Eligibility</b>	: None Required (MC 11, S.96 Cat. 111)

**Job Summary:**

The Houseparent performs the role of a substitute parent to the residents, hence, he/she facilitated the overall monitoring and supervision of clients in the home life as to their adjustment in performing daily home life activities. She also ensures the implementation of a family experience in coordination with the center of staff to meet the physical, emotional, mental, social, and spiritual needs of the residents.

**3. One (1) Computer Maintenance Technologist I - Desktop Engineer**

**Status of Employment** : Contract of Service  
**Area of Assignment** : Policy and Plans Division - Regional Information and Communications Technology Management Section (Ilocos Norte)  
**Salary Grade / Monthly Salary** : 11 / Php 27,000.00

**CSC – Prescribed Qualification Standards:**

**Education** : Bachelor’s Degree relevant to the job  
**Training** : None Required  
**Experience** : None Required  
**Eligibility** : Career Service (Professional) / Second Level Eligibility

**Preferred Qualifications (Competency Based):**

<b>Education</b>	: Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
<b>Training</b>	: Four (4) hours of relevant training
<b>Experience</b>	: Two (2)+ years of experience in technical support, preferably in end-user hardware and basic productivity
<b>Eligibility</b>	: None Required
<b>Job Summary:</b>	
A Computer Maintenance Technologist I shall perform the functions of a Desktop Engineer who shall be responsible for providing technical assistance and support related to computer systems, hardware, and productivity applications to end-users within DSWD.	

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

**Status of Employment** : Contract of Service  
**Area of Assignment** : Policy and Plans Division - Regional Information and Communications Technology Management Section (FO Main)  
**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** : Career Service (Professional) / Second Level Eligibility

**Preferred Qualifications (Competency Based):**

<b>Education</b>	: Bachelor's degree in Information Technology, Computer Science, or a related field.
<b>Training</b>	: Eight (8) hours of relevant training
<b>Experience</b>	: Three (3)+ years of experience in server administration
<b>Eligibility</b>	: None Required

**Job Summary:**

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

**5. One (1) Project Development Officer II (Anticipated Vacancy)**

**Status of Employment** : Contract of Service  
**Area of Assignment** : Statutory Programs Division - Social Pension Program Management Office  
**Salary Grade / Monthly Salary** : SG 15 / PhP36,619.00

**CSC – Prescribed 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 (Competency Based):**

<b>Education</b>	:	Bachelor's degree relevant to the job
<b>Training</b>	:	Four (4) hours of relevant training
<b>Experience</b>	:	One (1) year of relevant experience
<b>Eligibility</b>	:	None required
<b>Job Summary:</b>		
Under immediate supervision, the PDO II acts as the centenarian focal under the Social Pension Program, 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 Program.; and does other related work.		

**6. One (1) Social Welfare Officer I (Anticipated Vacancy)**

**Status of Employment** : Contract of Service  
**Area of Assignment** : Statutory Programs Division - Social Pension Program Management Office (Provincial Operations Office of La Union – City of San Fernando, La Union)  
**Salary Grade / Monthly Salary** : SG 11 / PhP27,000.00

**CSC – Prescribed Minimum Qualification Standards:**

**Education** : Bachelor of Science in Social Work  
**Training** : None required  
**Experience** : None required  
**Eligibility** : RA 1080 – Registered Social Worker

**Job Summary:**

Under immediate supervision, the SWO I oversee the implementation of the Social Pension Program at the provincial level, and provides necessary recommendations for the improvement of the Social Pension Program; and does other related work.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: <https://forms.gle/r6Uh9YVwSRJfYDQa6> not later than **5:00 PM of 27 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.