
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 IV (Anticipated Vacancy)

Status of Employment : Contractual-Coterminous
Area of Assignment : 4Ps - Provincial Operations Office of La Union
Salary Grade / Monthly Salary : 22 / Php 74,836.00

CSC – Prescribed Qualification Standards:

Education : Bachelor's degree in Social Work
Training : 16 hours of relevant training
Experience : Three (3) years of relevant experience
Eligibility : RA 1080 (Social Worker)

Preferred Qualifications (Competency Based):

Education : Bachelor's degree in Social Work
Training : At least 24 hours training in management and supervision, planning, organizing, frontline service
Experience : At least three (3) years experience in community organizing, case management, project management and supervision / management
Eligibility : RA 1080 - (Social Worker)

Job Summary:

Responsible for managing the overall operations and administration of the Provincial Operations Office and ensuring implementation of activities as scheduled based on the approved Work and Financial Plan.

2. One (1) Social Welfare Officer III (Anticipated Vacancy)

Status of Employment : Contractual-Coterminous
Area of Assignment : 4Ps - Provincial Operations Office of Pangasinan
Salary Grade / Monthly Salary : 18 / Php 49,015.00

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 : RA 1080 (Social Worker)

Preferred Qualifications (Competency Based):

Education : Bachelor's degree in Social Work
Training : 24 hours training in planning, organizing, frontline service
Experience : Two (2) years relevant experience in community organizing, case management/analysis, support to an organization, or major/complex project
Eligibility : RA 1080 (Social Worker)

Job Summary:

Responsible for managing the overall operations and administrative of provincial clusters and ensuring implementation of activities as scheduled based on the approved Work and Financial Plan. Supervise and monitor the systems and processes for Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the Municipal level in accordance with approved work and financial plan and standard procedures of the program.

3. One (1) Project Development Officer II

Status of Employment : Contract of Service
Area of Assignment : Disaster Response Management Division -
Regional Resource Operations Section (FO
Main)
Salary Grade / Monthly Salary: SG 15 / Php 36,619.00

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 : CS Professional 2nd Level Eligibility

Preferred Qualifications (Competency Based):

Education : Bachelor’s degree preferably in Information Technology, Business Administration, Public Administration or any other relevant courses
Training : At least eight(8) hours of training relevant to logistics and production on the management of warehouse, transport, facilities, donations, relief goods, and volunteers’ deployment.
Experience : One (1) year relevant experience in warehouse, logistics, production, donation facilitation/processing/monitoring, financial and quality control standard setting and volunteers assistance.
Eligibility : None required

Job Summary:

The Project Development Officer II is under direction of the Section Head and performs technical, and administrative support functions of the Regional Resource Operations Section and other disaster-related concerns.

4. Two (2) Social Welfare Officer I

Status of Employment : Contract of Service
Area of Assignment : Statutory Programs Division - Crisis
Intervention Section (POO Ilocos Norte
(Laoag City) & Satellite Office - Ilocos Sur
(Candon City)
Salary Grade / Monthly Salary: SG 11 / Php 27,000.00

CSC – Prescribed Minimum Qualification Standards:

Education : Bachelor’s Degree in Social Work
Training : None Required

Experience : None Required
Eligibility : RA 1080 (Social Worker)

Preferred Qualifications (Competency Based):

Education : Bachelor's Degree in Social Work
Training : Four (4) hours of relevant training
Experience : At least six (6) months of relevant experience
Eligibility : RA 1080 (Social Worker)

Job Summary:

Under immediate supervision of the Section Head and the SWAD Team Leader, implement social welfare programs and services and do tasks related work selection and performance appraisal / management of staff 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/4z2FFpiDqGGKjqXg8> not later than **5:00 PM of 17 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.