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| **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**

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| **Status of Employment** | **:** | Casual |
| **Area of Assignment** | **:** | Statutory Programs Division - Area 1 Vocational and Rehabilitation Center, Bonuan, Binloc, Dagupan City, Pangasinan |
| **Salary Grade / Monthly Salary** | **:** | 11 / Php 27,000.00 |

**CSC – Prescribed Qualification Standards:**

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

**Preferred Qualifications (Competency Based):**

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| **Education** | **:** | Bachelor’s degree in Social Work |
| **Training** | **:** | At least 16 hours of relevant training |
| **Experience** | **:** | At least one (1) year experience on case management |
| **Eligibility** | **:** | RA 1080 ( Social Worker) |
| **Job Summary:**  The 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. | | |

1. **Two (2) Administrative Assistant III (Municipal Roving Bookkeeper)**

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| **Status of Employment** | **:** | Contractual-Coterminous |
| **Area of Assignment** | **:** | Municipal Operations Offices in Pangasinan |
| **Salary Grade / Monthly Salary** | **:** | 9 / Php 22,219.00 |

**CSC – Prescribed Qualification Standards:**

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| **Education** | **:** | Completion of two-year studies 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):**

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| **Education** | **:** | Preferably a graduate of Bachelor of Science in Accountancy  or any business-related courses |
| **Training** | **:** | With at least four (4) hours relevant training in accounting |
| **Experience** | **:** | One (1) year experience in government financial management/accounting is an advantage |
| **Eligibility** | **:** | Preferably with CS Sub-Professional / First Level Eligibility |
| **Job Summary:**  Facilitates payout concerns. | | |

1. **One (1) Social Welfare Officer II (Republication)**

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| **Status of Employment** | **:** | Contract of Service |
| **Area of Assignment** | **:** | 4Ps - Provincial Operations Office, Dagupan City, Pangasinan |
| **Salary Grade / Monthly Salary** | **:** | 15 / Php 36,619.00 |

**CSC – Prescribed Qualification Standards:**

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| **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):**

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| --- | --- | --- |
| **Education** | **:** | Bachelor’s degree in Social Work |
| **Training** | **:** | With at least four (4) hours training in Case Management |
| **Experience** | **:** | At least one (1) year experience relevant to Social Work |
| **Eligibility** | **:** | RA 1080 ( Social Worker) |
| **Job Summary:**  The Social Welfare Officer II serves as the SWDI Focal Person that maintain a Provincial Monitoring Tool of the administration and encoding progress of the province, prepare the terminal report of the province, provide TA to C/MOOs in crafting the annual SWDI Analysis and C/MAP, assist in the administration and encoding of the SWDI Tool, assist the Case Management Focal in providing TA to C/MOO staff and in crafting or consolidating reports in connection to the SWDI Administration and monitor the crafting and implementation of the C/MAP. The SWO II shall also provide Technical Assistance to C/MOOs in accomplishing reports and other matters. He/She shall also serve as the Provincial Action Team secretariat. Aside from all these, he/she shall accomplish tasks and roles related to his/her position and the program that are delegated or given by the RPMO, SWO IIIs, PL, and others. | | |

1. **One (1) Information Technology Officer I - Data Protection Officer**

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| **Status of Employment** | **:** | Contract of Service |
| **Area of Assignment** | **:** | Policy and Plans Division - Regional Information and Communications Technology Management Section |
| **Salary Grade / Monthly Salary** | **:** | 19 / Php 51,357.00 |

**CSC – Prescribed Qualification Standards:**

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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** | **:** | Career Service Professional / Second Level Eligibility |

**Preferred Qualifications (Competency Based):**

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| **Education** | **:** | Bachelor's degree in Law, Information Technology, or a related field, focusing on data privacy. |
| **Training** | **:** | Eight (8) hours of relevant training |
| **Experience** | **:** | 3+ years of experience as Data Privacy/Protection Officer |
| **Eligibility** | **:** | None Required |
| **Job Summary:**  The Data Privacy Officer (DPO) ensures compliance with data privacy laws, regulations, and best practices within DSWD's Digital Transformation (DX) Team. The DPO plays a crucial role in the organization's digital transformation journey by developing and implementing robust data privacy policies and procedures, providing guidance and support to staff, and fostering a solid privacy cult. As the primary point of contact for data privacy matters, the DPO collaborates with internal and external stakeholders to protect the personal data of millions of Filipinos and to maintain public trust in DSWD's digital services. | | |

1. **One (1) Information Technology Officer I - Network Administrator**

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| **Status of Employment** | **:** | Contract of Service |
| **Area of Assignment** | **:** | Policy and Plans Division - Regional Information and Communications Technology Management Section |
| **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):**

|  |  |  |
| --- | --- | --- |
| **Education** | **:** | Bachelor's degree in Information Technology or related field |
| **Training** | **:** | Eight (8) hours of relevant training |
| **Experience** | **:** | 3+ years of experience as Network Administrator |
| **Eligibility** | **:** | None Required |
| **Job Summary:**  The Information Technology Officer I shall perform the functions of a Network Administrator who shall be responsible for managing and maintaining an organization's computer networks. Their primary focus is to ensure that the organization's network infrastructure operates efficiently, securely, and reliably. | | |

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

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| --- | --- | --- |
| **Status of Employment** | **:** | Contract of Service |
| **Area of Assignment** | **:** | Policy and Plans Division - Regional Information and Communications Technology Management Section |
| **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):**

|  |  |  |
| --- | --- | --- |
| **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 Server Administration |
| **Eligibility** | **:** | 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 | | |

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

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| **Status of Employment** | **:** | Contract of Service |
| **Area of Assignment** | **:** | Disaster Response Management Division - Regional Resource Operations Section, Regional Warehouse Biday, City of San Fernando, La Union |
| **Salary Grade / Monthly Salary** | **:** | 15 / Php 36,619.00 |

**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** | **:** | Career Service Professional / Second 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 management, logistics, production, donation facilitation/processing/monitoring, financial and quality control standard setting and volunteer assistance. |
| **Eligibility** | **:** | None Required |
| **Job Summary:**  The Project Development Officer II is under direction of SWO I and performs technical, and administrative support functions of Regional Resource Operations Section and other related concerns. | | |

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

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| --- | --- | --- |
| **Status of Employment** | **:** | Contract of Service |
| **Area of Assignment** | **:** | Disaster Response Management Division - Disaster Response and Rehabilitation Section, DSWD Field Office 1, City of San Fernando, La Union |
| **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** | **:** | With at least four (4) hours training in disaster response and rehabilitation |
| **Experience** | **:** | At least one (1) year experience relevant to Social Work |
| **Eligibility** | **:** | RA 1080 ( Social Worker) |
| **Job Summary:**  The Social Welfare Officer II will act as the Response focal which ensures all requests and activities related to disaster response are facilitated. | | |

1. **One (1) Social Welfare Officer II (Republication)**

|  |  |  |
| --- | --- | --- |
| **Status of Employment** | **:** | Contract of Service |
| **Area of Assignment** | **:** | Statutory Programs Division - Community - Based Services Section (FO Main) |
| **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) |

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: [**https://forms.gle/y7tUgmH3ahH3Q7yy6**](https://forms.gle/y7tUgmH3ahH3Q7yy6) not later than **5:00 PM of 21 October 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.