

# NOTICE OF VACANCY

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

**1. One (1) Project Development Officer I (Monitoring and Evaluation Officer)**

**Employment Status** : Contractual  
**Area of Assignment** : Office of the Assistant Regional Director for Operations – Pantawid Pamilyang Pilipino Program (OARDO-4Ps)  
**Salary Grade / Monthly Salary** : SG 11 / PhP30,024.00

**CSC – Prescribed Qualification Standards:**

**Education** : Bachelor’s degree relevant to the job  
**Training** : None required  
**Experience** : None required  
**Eligibility** : None required

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

<b>Education</b>	:	Bachelor’s degree relevant to the job
<b>Training</b>	:	At least eight (8) hours of relevant training
<b>Experience</b>	:	At least six (6) months of relevant experience
<b>Eligibility</b>	:	CS Professional Eligibility (Second level) / RA 1080

**Job Summary:**

The Monitoring and Evaluation Officer (PDO I – MEO) is responsible for consolidating reports, providing technical support in research activities, field monitoring, and assisting in policy recommendations related to planning, monitoring, and evaluation.

**2. Four (4) Project Development Officer II**

**Employment Status** : Contract of Service  
**Area of Assignment** : Specialized Programs Division - Kapit-Bisig Laban sa Kahirapan - Comprehensive and Integrated Delivery of Social Services (KALAHY-CIDSS) (Regionwide)  
**Salary Grade / Monthly Salary** : SG 15 / PhP36,619.00

**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** : None required

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

<b>Education</b>	:	Bachelor’s degree in Social Studies, Community Development Communication, Commerce or any Business-related course, Social Work or other related social sciences.
<b>Training</b>	:	8 hours of training in Community Development Process, Community-Based Resource Management, Fiscal Management, Project Management, Community Organizing and Community Facilitation.
<b>Experience</b>	:	At least 1 year of combined, progressive experience in project management, community-based resource

		management and community development strategies/methodologies. Experience in Climate Change and Adaptation Mitigation and Disaster Risk Reduction Management and other Risk Resiliency Programs will be an advantage.
<b>Eligibility</b>	:	None required
<b>Job Summary:</b> Under general supervision and with some latitude for the exercise of independent judgment, the Project Development Officer II plays a key role in monitoring, developing, and overseeing project implementation within the community level. The Project Development Officer II is a mid-level position that requires strong organizational, communication, and problem-solving skills to oversee the successful planning, implementation, and completion of projects within the specified time, budget, and quality constraints. Recommends workable solutions on the identified issues during project implementation, Co-create and be guided by agreed tools to effectively manage the community ensuring that all community-Driven Development Initiatives are implemented in accordance to the set timelines and standards.		

**3. One (1) Administrative Assistant III**

**Employment Status** : Contract of Service  
**Area of Assignment** : Disaster Response Management Division -  
Regional Resource Operations Section  
(RROS) - Regional Warehouse, Biday, La Union  
**Salary Grade / Monthly Salary** : SG 9 / Php 21,211.00

**CSC – Prescribed Qualification Standards:**

**Education** : Completion of 2 years 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):**

<b>Education</b>	:	Bachelor’s Degree in Business Administration, Office Management, Public Administration, Information Technology, or any Humanitarian and Development relevant course
<b>Training</b>	:	Four (4) hours of relevant training along disaster response ,warehouse management, records management, humanitarian and supply chain management, written communication, verbal communication or any office management and secretariat services relevant training
<b>Experience</b>	:	One (1) year relevant experience along disaster response, volunteer management, warehouse management, production, inventory and logistics management or any office management and secretariat services relevant experience
<b>Eligibility</b>	:	None required
<b>Job Summary:</b> <b>The Administrative Assistant III</b> is responsible for providing complex and advanced clerical and administrative and logistical support to the section/division. Likewise, assist the Social Welfare Officer in providing technical assistance to the partners/stakeholders related to the implementation of different programs, projects, and activities of the section.		

**4. One (1) Administrative Assistant II**

**Employment Status** : Contract of Service  
**Area of Assignment** : Human Resource Management and Development Division - Human Resource Planning and Performance Management Section (HRMMD-HRPPMS)  
**Salary Grade / Monthly Salary** : SG 8 / Php 19,744.00

**CSC – Prescribed Qualification Standards:**

**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):**

<b>Education</b>	:	Bachelor’s Degree in Business Administration, Office Management, Public Administration, Information Technology, or any Humanitarian and Development relevant course
<b>Training</b>	:	At least eight (8) hours of HR related training
<b>Experience</b>	:	One (1) year relevant experience in Human Resource and Development specifically in Recruitment, Selection and Performance Management
<b>Eligibility</b>	:	None required
<b>Job Summary:</b> The Administrative Assistant II is responsible for the necessary administrative coordination on Recruitment, Selection and Placement and Performance Management System and acts as the focal person for HR concerns of the Center-Based Services Section		

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

**Employment Status** : Contract of Service  
**Area of Assignment** : Disaster Response Management Division - Regional Resource Operations Section (RROS) - Regional Warehouse, Biday, La Union  
**Salary Grade / Monthly Salary** : SG 15 / PhP36,619.00

**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** : None required

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

<b>Education</b>	:	Bachelor’s Degree in Business Administration, Office Management, Public Administration, Information Technology, or any Humanitarian and Development relevant course
<b>Training</b>	:	Four (4) hours of relevant training along disaster response, warehouse management / records management / humanitarian and supply chain management or any related training
<b>Experience</b>	:	One (1) year relevant experience along disaster response / volunteer management / warehouse management / production / inventory and logistics management and any supervisory related functions
<b>Eligibility</b>	:	None required

**Job Summary:**  
 The Project Development Officer II is under direction of SWO I and will act as the Logistics Unit Head of the Regional Resource Operations Section (RROS).

**6. One (1) Project Development Officer I - Republication**

**Employment Status** : Contract of Service  
**Area of Assignment** : Disaster Response Management Division - Disaster Response and Rehabilitation Section (DRRS)  
**Salary Grade / Monthly Salary** : SG 11 / PhP27,000.00

**CSC – Prescribed Qualification Standards:**

**Education** : Bachelor’s degree relevant to the job  
**Training** : None required  
**Experience** : None required  
**Eligibility** : None required

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

<b>Education</b>	:	Bachelor’s Degree in Business Administration, Office Management, Public Administration, Information Technology, or any relevant courses
<b>Training</b>	:	Eight (8) hours of relevant training along disaster response / written and verbal communication / or any related training
<b>Experience</b>	:	One (1) year relevant experience
<b>Eligibility</b>	:	None required

**Job Summary:**  
 The Project Development Officer I shall be responsible for supporting the team to ensure the delivery of quality Risk Resiliency Program - Climate Change Adaptation and Mitigation (RRP-CCAM) programs and services.

**7. One (1) Information Officer I - Republication**

**Employment Status** : Contract of Service  
**Area of Assignment** : Office of the Regional Director - Social Marketing Unit  
**Salary Grade / Monthly Salary** : SG 11 / PhP27,000.00

**CSC – Prescribed Qualification Standards:**

**Education** : Bachelor’s degree relevant to the job  
**Training** : None required  
**Experience** : None required  
**Eligibility** : None required

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

<b>Education</b>	:	Preferably graduate of Development Communications, Mass Communication, Journalism, or any related course.
<b>Training</b>	:	Four (4) hours of relevant training along information and communications management
<b>Experience</b>	:	One (1) year relevant experience
<b>Eligibility</b>	:	None required
<b>Knowledge and Skills</b>	:	1. Computer Literate (MS Office Applications, knowledge in information systems and database management, and Google Workspace); 2. With good report writing skills; 3. With good oral and written communication skills; 4. With positive work attitude and can work well under pressure; 5. With good interpersonal relationship; 6. With good coordination and networking skills; and

	7. Can work independently but also a team player
<b>Job Summary:</b> Under Immediate supervision, the Information Officer I performs technical and/or administrative functions in the SPPMO and other related activities of StPD; and document supports services and other related work.	

**8. One (1) Project Development Officer I (Anticipated Vacancy)**

**Employment Status** : Contract of Service  
**Area of Assignment** : Policy and Plans Division - Social Welfare Institutional Development Section  
**Salary Grade / Monthly Salary** : SG 11 / PhP27,000.00

**CSC – Prescribed Qualification Standards:**

**Education** : Bachelor’s degree relevant to the job  
**Training** : None required  
**Experience** : None required  
**Eligibility** : None required

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

<b>Education</b>	:	BS in Mass Communication, Development Communication, Information Design, and other related courses
<b>Training</b>	:	At least eight (8) hours training on the use of Monitoring and Evaluation tools, creative / feature / technical writing, graphic designs, video editing, Audio-Visual Presentation (AVP) development, and other similar trainings relevant to the job
<b>Experience</b>	:	At least six (6) months experience in monitoring, assessment and documentation of development projects
<b>Eligibility</b>	:	None required

**Job Summary:**  
 The PDO I will assist the PDO II and TARA Focal on the conduct of pre-Service Delivery Assessment (SDA) activities to prepare the target LGUs for the actual assessment. Also, the PDO I will be mainly in-charge in monitoring the provision of technical assistance (TA) by the TARA Strike Team and document initiatives and good practices along TARA. Moreover, the PDO I will be the lead in coordinating with Capacity-Building Unit and concerned ODSUs on the development of a comprehensive TA session guide and instructional materials relative to the regulatory services, planning and reporting systems along with the implementation of social welfare and development (SWD) programs and services

**9. One (1) Social Welfare Officer III**

**Employment Status** : Contract of Service  
**Area of Assignment** : Policy and Plans Division - Social Welfare Institutional Development Section  
**Salary Grade / Monthly Salary** : SG 18 / PhP46,725.00

**CSC – Prescribed 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 – Registered Social Worker

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

<b>Education</b>	:	Bachelor’s degree in Social Work
<b>Training</b>	:	At least eight (8) hours training on strategic planning, project management, data management and analysis, basic laws on social protection services and local government, technical writing and leadership training.

<b>Experience</b>	:	At least two (2) years experience in planning, implementation, monitoring and evaluation of social protection programs and services or similar activities; provision of technical assistance and collaborating with partners in the provision of services; and budget planning. Supervisory experience is an advantage.
<b>Eligibility</b>	:	RA 1080 – Registered Social Worker
<b>Job Summary:</b> The SWO III - TAAORSS focal person will ensure the provision of responsive and appropriate technical assistance to the Local Government Units (LGUs) through the Local Social Welfare and Development Offices (LSWDOs) through the TARA Plan. The same shall be responsible in the mobilization of the functional Regional Monitoring Team (RMT) and TARA Strike Teams towards a more collaborative approach in the institutionalization of systems and processes in providing TAAORSS. In addition, the SWO III is responsible for updating the Harmonized Performance Monitoring and Evaluation System (HPMES) maintained by the Central and Field Office.		

**10. One (1) Administrative Officer IV**

<b>Employment Status</b>	:	Contract of Service
<b>Area of Assignment</b>	:	Regional Rehabilitation Center for Youth - I, Urayong, Bauang, La Union
<b>Salary Grade / Monthly Salary</b>	:	SG 15 / PhP36,619.00

**CSC – Prescribed Qualification Standards:**

<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>	:	CS Professional / Second Level Eligibility

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

<b>Education</b>	:	Bachelor’s Degree in Psychology Units in Masteral Degree in Psychology is an advantage
<b>Training</b>	:	Training on psychological assessment, counseling, and psychological first aid
<b>Experience</b>	:	One (1) year of relevant work experience in report writing and group facilitation
<b>Eligibility</b>	:	RA 10029 - Registered Psychometrician
<b>Others</b>	:	1. Proficient in the use of computer (MS Office and other applications) 2. With efficient interpersonal relations 3. Excellent verbal and written communication skills
<b>Job Summary:</b> Provides psychological services to the clients of the Regional Rehabilitation Center for Youth.		

**11. One (1) Administrative Assistant II**

**Employment Status** : Contract of Service  
**Area of Assignment** : Specialized Programs Division - Kapit-Bisig Laban sa Kahirapan - Comprehensive and Integrated Delivery of Social Services  
**Salary Grade / Monthly Salary** : SG 8 / Php 19,744.00

**CSC – Prescribed Qualification Standards:**

**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):**

<b>Education</b>	:	Completion of two-year studies in College
<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> The Administrative Assistant II is responsible for providing administrative services to the ACT and RPMO for the incoming and outgoing of documents. Inventory for safekeeping and disposal of documents.		

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/1YNUzGjUKLQWQZoi6> not later than **5:00 PM of 27 February 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. Certificates of Trainings / Seminars attended;
5. Certificate 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.
3. Previous applicants need not to apply.