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| **NOTICE OF VACANCY** |

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

1.One (1) Social Welfare Assistant (Republication)

Area of Assignment: Innovations Division - Tara Basa! Tutoring Program (FO Main)

Salary Grade / Monthly Salary: SG 8 / Php 19,744.00

CSC – Prescribed Qualification Standards:

Education: Completion of two (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):

Education: Completion of two (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: Preferably Career Service Sub-Professional / First Level Eligibility

Job Summary:

Under the immediate supervision, assist in the implementation of the program by providing administrative and logistical support to technical staff.

2.Six (6) Administrative Assistant II

Area of Assignment: Statutory Programs Division - Crisis Intervention Section (Ilocos Norte, Ilocos Sur, La Union, Pangasinan)

Salary Grade / Monthly Salary: SG 8 / Php 19,744.00

CSC – Prescribed Qualification Standards:

Education: Completion of two (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

Job Summary:

Under the immediate supervision of the Section Head, will be in-charge in performing all types of clerical works.

3.One (1) Project Development Officer II (Monitoring and Reporting Officer)

Area of Assignment: Statutory Programs Division - Crisis Intervention Section (FO Main)

Salary Grade / Monthly Salary: SG 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: None required

Job Summary:

Under the immediate supervision of the Program Compliance Team Lead he/she will assume the role of “Monitoring and Reporting Officer”, which entails implementing a positive leadership model, motivates, and directs personnel to achieve daily accomplishments. He/she shall apply Innovation and creativity to problem-solving related to the monitoring system as well as lead the data tracking and monitoring in the Crisis Intervention Section.

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: [**https://forms.gle/n2SCGNQ3sybpiWV17**](https://forms.gle/n2SCGNQ3sybpiWV17) not later than **5:00 PM of 9 June 2025** 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/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

**RHEA R. RIDUAL-CALIX**

AO V / OIC, HRMDD

06/02/2025

/daryl/jaira