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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 Officer II**

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| **Area of Assignment** | **:** | Statutory Programs Division - Community-Based Services Section (FO Main) |
| **Salary Grade / Monthly Salary** | **:** | SG 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** | **:** | Four (4) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | RA 1080 (Social Worker) |
| **Job Summary:**  Under the immediate supervision, assist in the implementation of the program by providing administrative and logistical support to technical staff. | | |

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

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| **Area of Assignment** | **:** | Statutory Programs Division - Center-Based Services Section (FO Main) |
| **Salary Grade / Monthly Salary** | **:** | SG 15 / Php 36,619.00 |

**CSC – Prescribed Qualification Standards:**

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| --- | --- | --- |
| **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):**

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| **Education** | **:** | Bachelor’s degree relevant to the job |
| **Training** | **:** | Eight (8) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | Civil Service Professional (Second Level Eligibility) / R.A. 1080 |
| **Job Summary:**  The Project Development Officer (PDO) II shall perform a key role as the monitoring and evaluation focal person of the Center-Based Services Section (CenBSS). S/He is responsible for facilitating, influencing, and supporting effective planning of programs, projects, and activities aligned with the targets and accomplishments of the Center and Residential Care Facilities (CRCFs). Additionally, the PDO II consolidates CRCF reports required by the Central Office and Field Office. S/He is tasked with preparing the Section’s Budget Proposal, Work and Financial Plan, and performing other related tasks assigned by the immediate supervisor. The PDO II will report directly to the Section Head. | | |

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

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| --- | --- | --- |
| **Area of Assignment** | **:** | Statutory Programs Division - Center-Based Services 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 |

**Preferred Qualifications (Competency Based):**

|  |  |  |
| --- | --- | --- |
| **Education** | **:** | Bachelor’s degree relevant to the job |
| **Training** | **:** | Eight (8) hours of relevant training |
| **Experience** | **:** | One (1) year of relevant experience |
| **Eligibility** | **:** | None |
| **Job Summary:**  The Project Development Officer (PDO) II shall perform a key role as the direct technical assistance provider to the Center and Residential Care Facilities (CRCFs) and the Institutional Development and Capability Building (IDCB) Focal Person of the Center-Based Services Section (CenBSS). The PDO II will report directly to the Section Head. | | |

1. **One (1) Project Development Officer I**

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| **Area of Assignment** | **:** | Statutory Programs Division - Social Pension Program Management Office (Regionwide) |
| **Salary Grade / Monthly Salary** | **:** | SG 11 / Php 27,000.00 |

**CSC – Prescribed Qualification Standards:**

|  |  |  |
| --- | --- | --- |
| **Education** | **:** | Bachelor’s Degree relevant to the job |
| **Training** | **:** | None required |
| **Experience** | **:** | None required |
| **Eligibility** | **:** | CS Professional / Second Level Eligibility |

**Preferred Qualifications (Competency Based):**

|  |  |  |
| --- | --- | --- |
| **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 / Second Level Eligibility |
| **Job Summary:**  Under immediate supervision, the PDO1 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 Social Pension Program; and does other related work. | | |

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

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| **Area of Assignment** | **:** | Statutory Programs Division – Crisis Intervention Section (StPD-CIS) to be mainstreamed at the Finance and Management Division – Accounting Section (Field Office 1) |
| **Salary Grade / Monthly Salary** | **:** | SG 8 / Php 19,744.00 |

**CSC – Prescribed Qualification Standards:**

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| **Education** | **:** | Completion of 2 years in College or High School Graduate with relevant vocational / trade course |
| **Training** | **:** | At least 4 hours of relevant training |
| **Experience** | **:** | At least 1 year of relevant experience |
| **Eligibility** | **:** | Career Service – Sub Professional |

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| **Job Summary:**  Under immediate supervision of the Section head, will be in-charge in performing all types of clerical and administrative works. |

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

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| **Area of Assignment** | **:** | Specialized Programs Division – Sustainable Livelihood Program (SpPD-SLP) – Regional Program Management Office (RPMO) |
| **Salary Grade / Monthly Salary** | **:** | SG 8 / Php 19,744.00 |

**CSC – Prescribed Qualification Standards:**

|  |  |  |
| --- | --- | --- |
| **Education** | **:** | Completion of 2 years in College |
| **Training** | **:** | At least 4 hours of relevant training |
| **Experience** | **:** | At least 1 year of relevant experience |
| **Eligibility** | **:** | None required |

**Preferred Qualifications (Competency Based):**

|  |  |  |
| --- | --- | --- |
| **Education** | **:** | Completion of 2 years in College |
| **Training** | **:** | At least 4 hours of relevant training |
| **Experience** | **:** | At least 1 year of relevant experience |
| **Eligibility** | **:** | None required |
| **Skills** | **:** | Computer literate with advanced knowledge in MS Office applications |
| **Job Summary:**  The Administrative Assistant ll, under the supervision of the SLP Regional Program Coordinator (RPC), shall provide administrative and logistical support to the technical staff of the SLP-RPMO. | | |

1. **One (1) Administrative Assistant I**

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| **Area of Assignment** | **:** | Human Resource Management and Development Division - Human Resource Welfare Section (Field Office 1) |
| **Salary Grade / Monthly Salary** | **:** | SG 7 / Php 18,620.00 |

**CSC – Prescribed Qualification Standards:**

|  |  |  |
| --- | --- | --- |
| **Education** | **:** | Completion of 2 years in College or High School Graduate with relevant vocational / trade course |
| **Training** | **:** | None required |
| **Experience** | **:** | None required |
| **Eligibility** | **:** | Career Service – Sub Professional / 1st Level Eligibility |

**Preferred Qualifications (Competency Based):**

|  |  |  |
| --- | --- | --- |
| **Education** | **:** | Preferably graduate of BS in Business Administration, Office Administration, Information Technology, or other related course |
| **Training** | **:** | Four hours of relevant training |
| **Experience** | **:** | At least six months of relevant experience along Encoding, Data Entry Systems, Report Writing |
| **Eligibility** | **:** | Career Service – Sub Professional |
| **Other** |  | Competent in the use of MS Office applications and Google Workspace; With good oral and written communication. |
| **Job Summary:**  Responsible for accurately entering, updating and maintaining beneficiary and health service data into the prescribed health information systems. The role ensures that patient records, service availments, and facility reports are encoded in a timely, complete, and accurate manner to support proper documentation, claims processing, and program monitoring. In addition, facilitates employee requests for assistance, and monitoring of weekly wellness opportunity programs. | | |

Interested applicants may submit their application to **Regional Director MARIE ANGELA S. GOPALAN** through the google link: [**https://forms.gle/Wf5x7hPHzgn6Bo1XA**](https://forms.gle/Wf5x7hPHzgn6Bo1XA) not later than **5:00 PM of 31 July 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

07/21/2025

Daryl/Irish/Owen