

NOTICE OF VACANCY (Reposting)

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Administrative Aide IV (Driver)

Status of Employment: Contract of Service (Memorandum of Agreement)
Monthly Salary: Php 14,993.00
Area of Assignment: Office of the Regional Program Manager/ARD

Qualification Standards

Education: Elementary Graduate
Training: None required
Experience: None Required
Eligibility: Professional Driver's License

Preferred Qualification

Education: Elementary School graduate
Training: None required
Experience: One (1) year experience in Driving
Eligibility: Professional Driver's License

Specific Tasks and Functions:

1. Drive the office vehicle to transport authorized persons in accordance with the Department's specific policies on vehicle maintenance, security and proper driving procedures;
2. Maintain a log of all trips, daily mileage, and fuel consumption;
3. Check the mechanical condition of the assigned vehicle and ensure that it is regularly cleaned;
4. Carry out minor repairs and report major repairs;
5. Schedule and bring the vehicle for regular check-up/servicing;
6. Report accidents involving the assigned vehicle;
7. Accompany staff, visitors and other authorized passengers to and from the airport/seaport/bus terminals and assist them with their baggage if necessary;
8. Transport equipment, supplies and other materials to venues outside the office during meetings, trainings and other events;
9. Assist in setting up venues during meetings, in packaging reports and documents and other related administrative tasks when directed;
10. Perform other administrative-related tasks that may be assigned from time to time.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than JUL 22 2022.

1. Application Letter addressed to **MR. CEZARIO JOEL C. ESPEJO, Regional Director**
2. Comprehensive resume with Job Description and 2x2 ID picture
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Supervisor's Recommendation (if applicable)
6. Certificate of relevant trainings and seminars attended
7. Photocopy Certificate of Employment (if applicable)
8. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via jobs.fo2@dswd.gov.ph. Please indicate **Driver- KALAHI CIDSS** in the subject.

Walk in submission shall not be allowed.

CEZARIO JOEL C. ESPEJO
Regional Director *cf*

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Administrative Assistant II
(vice Aprille Argonza)

Status of Employment: Contract of Service (Memorandum of Agreement)
Monthly Salary: Php 18,998.00
Area of Assignment: Enhanced Partnership Against Hunger and Poverty

Qualification Standards

Education: Completion of two year studies in college
Experience: One (1) year of relevant experience
Training: Four (4) of hours of relevant training

Preferred Qualification

Education: Completion of two year studies in college
Experience: One (1) year of relevant experience
Training: Four (4) of hours of relevant training
Eligibility: Career Service (Sub Professional) First Level
Eligibility / RA 1080

Specific Tasks and Functions:

1. Receive and record EPAHP-NPMO incoming and outgoing documents;
2. Provide support in tracking communications and maintaining filing system of documents, determine proper disposition of records, prepare inventory of records holding to be submitted annually and responsible for proper turn-over of records to the RMO of DSWD Central Office for proper disposition upon completion of the project;
3. Operate fax machines and transmits messages to with other Government and Non-Government Organizations/Corporations partners of the program; and
4. Perform other related task as may be assigned.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than JUL 22 2022.

1. Application Letter addressed to **CEZARIO JOEL C. ESPEJO, Regional Director**
2. Comprehensive resume with Job Description and 2x2 ID picture
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Supervisor's Recommendation (if applicable)
6. Certificate of relevant trainings and seminars attended
7. Photocopy Certificate of Employment (if applicable)
8. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via jobs.fo2@dswd.gov.ph. Please indicate **AA II – EPAHP** in the subject.

Walk in submission shall not be allowed.


CEZARIO JOEL C. ESPEJO
Regional Director *jc*

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

Two (2) Administrative Assistant III
(vice Tumanguil and Aggabao)

Status of Employment: Contract of Service (Memorandum of Agreement)
Monthly Salary: SG 9 (Php 20,402.00)
Area of Assignment: Social Pension Program

Qualification Standards

Education: Completion of two year studies in college
Experience: One (1) year of relevant experience
Training: Four (4) of hours of relevant training

Preferred Qualifications

Education: Bachelor's degree preferably Business Management or other business-related courses
Experience: At least 1 year of experience related to bookkeeping
Training: At least 4 hours of training related to bookkeeping and/or accounting fundamentals
Eligibility: Career Service (Sub Professional) First Level Eligibility / RA 1080

Specific Tasks and Functions:

1. Ensure prompt preparation of Journal Entry Vouchers (JEVs);
2. Assist in the preparation of financial (liquidation) report of the Social Pension Program;
3. Retrieve, review, maintain and safe keep liquidation reports submitted by LGU through the PDO assigned each province;
4. Assist in the preparation of Monthly Social Pension Fund Utilization Report;
5. Assist during Social Pension payout;
6. Control/monitor availability of funds for Social Pension; and
7. Prepare communications to Commission on Audit on matters related to Financial Report; and
8. Performs other related tasks.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than JUL 22 2022

1. Application Letter addressed to **CEZARIO JOEL C. ESPEJO, Regional Director**
2. Comprehensive resume with Job Description and 2x2 ID picture
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Supervisor's Recommendation (if applicable)
6. Certificate of relevant trainings and seminars attended
- 7.
8. Photocopy Certificate of Employment (if applicable)
9. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via jobs.fo2@dswd.gov.ph. Please indicate **AA III – SOCPEN** in the subject.

Walk in submission shall not be allowed.



CEZARIO JOEL C. ESPEJO
Regional Director - /-rc.

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Social Welfare Aide
(vice Misty Ann Pattaguan)

Status of Employment: Contract of Service (Memorandum of Agreement)
Monthly Salary: SG 4 (Php 14,993.00)
Area of Assignment: Crisis Intervention Unit

Qualification Standards

Education: High School Graduate
Training: None required
Experience: None required

Preferred Standards

Education: At least completion of two-year study in College
Training: At least 4 hours training related to records management
Experience: At least 1 year of experience related to records management
Eligibility: Career Service (Sub-Professional) eligibility

Specific Tasks and Functions:

1. Implements policies, regulations and work plans established by the agency and render direct service in accordance with the functions and objectives of the crisis intervention program;
2. Assists SWO-II in the management of individual cases of the CIP clients;
3. Assists SWO-II in the conduct intake interview, accomplish forms that will determine clients eligibility for admission;
4. Assists SWO-II to refer clients/client's families to the other agencies, make follow-ups and evaluate benefits and assistance receive;
5. Establishes and maintains good working relationship with GOS and NGOS;
6. Accomplishes performance commitment and appraisal;
7. Performs other related tasks.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than JUL 22 2022.

1. Application Letter addressed to **CEZARIO JOEL C. ESPEJO, Regional Director**
2. Accomplished Personal Data Sheet (CSC Form 212 Revise 2017) with Work Experience Sheet
3. Photocopy of CS Eligibility or PRC License and Board Rating (if applicable)
4. Latest Performance Assessment/IPCR or its equivalent for external applicants
5. Supervisor's Recommendation (if applicable)
6. Certificate of relevant trainings and seminars attended
7. Photocopy Certificate of Employment (if applicable)
8. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via jobs.fo2@dswd.gov.ph. Please indicate **SWAIDE- CIU** in the subject header.

Walk in submission shall not be allowed.

CEZARIO JOEL C. ESPEJO
Regional Director *h.c.*

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Social Welfare Officer I
(vice *Stephen Ravelo*)

Status of Employment: Contract of Service (Memorandum of Agreement)
Monthly Salary: SG 11 (Php 25,439.00)
Area of Assignment: Malasakit Center (Anywhere in the Region)

Qualification Standards

Education: Bachelor's degree relevant to the position
Experience: None required
Training: None required
Eligibility: RA 1080 (Registered Social Worker)

Preferred Qualifications

Education: Bachelor's degree relevant to the position
Experience: At least 1 year experience in case management
Training: At least 4 hours training in case management
Eligibility: RA 1080 (Registered Social Worker)

Specific Tasks and Functions:

1. Implements policies, regulations and work plans established by the Agency and render direct services in accordance with the functions and objectives of the Crisis Intervention Program (CIP);
2. Manages individual cases of the CIP patients;
3. Conducts intake review, accomplish forms that will determine clients eligibility for admission;
4. Prepares/writes project proposals/case study reports of clients served;
5. Conducts home visits and collateral contracts/interview to identify factors affecting clients adjustments;
6. Provides caseworks services and other assistance needed by the clients' families;
7. Coordinates with the Center/Institution and Local Government Units (LGUs) concern for after care services;
8. Refers clients/clients' families to other agencies, makes follow ups and evaluate benefits and assistance received;
9. Maintains and updates recording of clients status and progress;
10. Establishes and maintains good working relationship with GOs and NGOs
11. Prepares statistical, narrative and other social service reports;
12. Accomplishes performance commitment and appraisal; and
13. Performs other related tasks as maybe assigned

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than JUL 22 2022.

1. Application Letter addressed to **CEZARIO JOEL C. ESPEJO, Regional Director**
2. Accomplished Personal Data Sheet (CSC Form 212 Revise 2017) with Work Experience Sheet
3. Photocopy of CS Eligibility or PRC License and Board Rating (if applicable)
4. Latest Performance Assessment/IPCR or its equivalent for external applicants
5. Supervisor's Recommendation (if applicable)
6. Certificate of relevant trainings and seminars attended
7. Photocopy Certificate of Employment (if applicable)
8. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

The written examination will be conducted virtually/via online. Hence, please ensure to have a stable internet connection and use of laptop/desktop computer.

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via jobs.fo2@dswd.gov.ph. Please indicate **SWO I vice RAVELO** in the subject header.

Walk in submission shall not be allowed.

CEZARIO JOEL C. ESPEJO
Regional Director *jc*