

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- Pauleen Kate Balbino)

Status of Employment: Contract of Service
Monthly Salary: SG 11 (Php 27, 000.00)
Area of Assignment: Policy and Plans Division/ Standards Section

Qualification Standards

Education: Bachelor's Degree in Social Work
Training: None-Required
Experience: None-Required
Eligibility: RA 1080 / RSW

Preferred Qualification

Education: Bachelor's Degree in Social Work
Training: Four (4) hours relevant experience
Experience: One (1) year relevant experience
Eligibility: RA 1080 / RSW

Specific Tasks and Functions:

1. Assists in providing technical assistance to stakeholders especially in the assessment/ accreditation of Pre-Marriage Counselors (PMCs) and Civil Society Organizations (CSOs) and other regulatory services;
2. Assists in the field validation of concerned application of PMCs and CSOs;
3. Prepares external and internal communications related to regulatory services;
4. Assists in the conduct of other activities related to DSWD regulatory services; and
5. Performs other related tasks as may be assigned.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than APRIL 8, 2024.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
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. Certificate of relevant trainings and seminars attended
6. 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 <https://bit.ly/49WpFB5>. Please indicate **Social Welfare Officer I vice Pauleen Kate Balbino** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.


LUCIA SUYU ALAN, RSW
Regional Director 