

Date of Posting: November 8, 2024

Deadline of Submission: NOVEMBER 15, 2024

Mode of Submission: <https://bit.ly/49WpFB5>

NOTICE OF VACANCY

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

One (1) Manpower Development Officer I

(vice Claudine I. Amid)

Status of Employment: Permanent
Item No.: OSEC-DSWDB-MDO1-147-2004
Monthly Salary: SG 11/ Php 28,512.00
Area of Assignment: Community-Based Section

Qualification Standards

Education: Bachelor's Degree relevant to the Job
Experience: None Required
Training: None Required
Eligibility: Career Service (Professional) Second Level eligibility

Preferred Qualifications

Education: Bachelor's degree in Social Work, Public Administration, Technology and Livelihood Education
Experience: None Required
Training: None Required
Eligibility: RA 1080 (Registered Social Worker)

Specific Tasks and Functions:

1. Plans, implements and monitors programs/projects/activities based on Work and Financial Plan on Persons with Disability;
2. Provides vocational training, and instruction and demonstration to persons with disability and other sectors to gain vocational skills for gainful occupation;
3. Coordinates the activities of volunteer workers engaged in training of persons with disability;
4. Plans, develops, determines and demonstrates teaching aids, devices, methods and techniques to be used in vocational training to suit individual and group needs, especially to persons with disability;
5. Creates new pattern and skills for products to meet market demands;
6. Collaborates with other vocational instruction on the quality of development program;
7. Computes and prepares estimate of production cost of handicraft products for stabilization of prices;
8. Undertakes research on the use of local materials for production;
9. Provides supervision of person with disability and other sectors engaged in handicraft projects, vocational training and other gainful occupation;
10. Prepares monthly and quarterly accomplishment report;
11. Prepares performance contract and evaluation/appraisal;
12. Attends to Department matters, activities and special orders.

Applicants should be guided by the following Criteria for Evaluation:

Education	25%
Training (Only relevant training shall be considered)	10%
Experience (Only relevant experience will be considered)	25%
Written Examination (Initial Qualifying Test & Technical Examination)	25%
Competency Based Interview	10%
IPCR or any related Performance Assessment/Review Rating	5%
Total	100%

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than NOVEMBER 25, 2024.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Transcript of Records.


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 by filling-up this link: <https://bit.ly/49WpFB5>. **Unspecified application shall not be entertained.**

Walk-in and Submission via email shall not be allowed.


LUCIA SUYU ALAN, RSW
 Regional Director

Date of Posting: November 8, 2024

Deadline of Submission: NOVEMBER 18, 2024

Mode of Submission: <https://bit.ly/49WpFB5>

NOTICE OF VACANCY

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

One (1) Administrative Aide IV (Clerk II)
(vice Atty. Mark Jefferson Andres)

Status of Employment: Permanent
 Monthly Salary: SG 4 (Php 16,209.00)
 Area of Assignment: Administrative Services Division
 Item Number: OSEC-DSWDB-ADA4-681-2004

Qualification Standards

Education: Completion of two-year studies in college
 Training: None Required
 Experience: None Required
 Eligibility: Career Service Sub-Professional / First Level Eligibility

Preferred Qualification

Education: Bachelor's degree relevant to the job
 Experience: At least one (1) year of experience
 Training: At least Four (4) hours of relevant training
 Eligibility: Career Service Sub-Professional / First Level Eligibility

Specific Tasks and Functions:

1. Perform all clerical works such as typing, encoding, posting and other clerical tasks;
2. Perform skilled clerical tasks such as preparation of certificates, endorsements, correspondence;
3. Maintain monitoring reports;
4. Maintain and keep records related to office functions and service;
5. Prepare monthly and quarterly accomplishment report;
6. Prepare performance contract and evaluation/appraisal;
7. Attend to department activities, meetings and special orders; and
8. Perform other related tasks.

Applicants should be guided by the following Criteria for Evaluation:

Education	25%
Training (Only relevant training shall be considered)	10%
Experience (Only relevant experience will be considered)	25%
Written Examination (Initial Qualifying Test & Technical Examination)	20%
Competency Based Interview	15%
IPCR or any related Performance Assessment/Review Rating	5%

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than *November 25* 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 **Administrative Aide IV (Clerk II) vice Atty. Mark Jefferson Andres** in the subject.

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


LUCIA SUYU ALAN, RSW
Regional Director