

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IV-A
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SECTION
Alabang-Zapote Road Alabang, Muntinlupa City

NOTICE TO THE PUBLIC AND ALL OFFICIALS/EMPLOYEES OF DSWD
RE: VACANCIES AS OF November 30, 2017

WE ARE INVITING THOSE ELIGIBLE, GOAL ORIENTED, COMPETENT INDIVIDUAL TO BE PART OF THE WORKFORCE OF OUR DEPARTMENT. COME JOIN US IN OUR MISSION TO DEVELOP, IMPLEMENT AND COORDINATE SOCIAL PROTECTION AND POVERTY REDUCTION SOLUTIONS FOR AND WITH THE POOR, VULNERABLE AND DISADVANTAGED!

Please submit letter of intent addressed to Director Leticia T. Diokno, DSWD IV-A with attached comprehensive resume with recent 2x2 picture, transcript of records, diploma, certificate of eligibility, certificate of trainings and other **relevant credentials to Ms. Rosaly B. Santos of HRDU, DSWD IV-A thru e-mail dswdfo4a_hrdu@yahoo.com or come to our office at DSWD IV-A, Alabang-Zapote Road, Alabang, Muntinlupa City (in front of Alabang Town Center). For inquiries please call mobile number 0929-444-3471 or (02)807-4140. Internal applicants must have very satisfactory rating for the last rating period. DSWD observes an equal employment opportunity policy.**

Incomplete requirements will not be entertained. DEADLINES OF SUBMISSION OF APPLICATION UNTIL December 26, 2017.

A. Pantawid Pamilya Pilipino Program

Position	SG	No. of Vacancy	Education	Training	Experience	Area of Assignment	Nature of Employment
Social Welfare Officer IV	22	1	BS Social Work; Registered Social Worker	16 hours of relevant training	3 years relevant experience	CALABARZON	Contractual
Social Welfare Officer IV	22	1	BS Social Work; Registered Social Worker	16 hours of relevant training	3 years relevant experience	CALABARZON	COS/ MOA
Social Welfare Officer III	18	1	BS Social Work; Registered Social Worker	8 hours of relevant training	2 years of relevant experience	CALABARZON	Contractual
PDO II (Community Facilitator)	15	1	BS Social Work, or any Social Science courses	8 hours of relevant training	2 years relevant experience	Quezon, Rizal	COS/MOA
PDO II (Case Worker)	15	2	BS Social Work; or any Social Science courses	8 hours of relevant training	2 years relevant experience	CALABARZON	Contractual
PDO II (Case Worker)	15	1	BS Social Work; or any	8 hours of relevant	2 years relevant	CALABARZON	COS/MOA

			Social Science courses	training	experience		
PDO II (Beneficiary Update System)	15	1	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	CALABARZON	COS/MOA
PDO II (GRS)	15	2	Bachelor's Degree Relevant to the job	8 hours of relevant training	2 years relevant experiences	CALABARZON	Contractual
PDOII (CVS)	15	2	Bachelor's Degree Relevant to the job	8 hours of relevant training	2 years relevant experience	CALABARZON	Contractual
Municipal Link	15	23	BS Social Work, or any Social Science courses	4 hours of relevant training	1 years relevant experience	CALABARZON	COS/MOA
PDO II (Monitoring & Evaluation)	15	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years relevant experience	CALABARZON	Contractual
PDO I (Monitoring & Evaluation)	11	2	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	CALABARZON	Contractual
Municipal Roving Bookkeeper	9	41	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	CALABARZON	COS/MOA
Social Welfare Assistant	8	19	Completion of two year course in College	None Required	None Required	CALABARZON	COS/ MOA

B.National Training School for Boys, Tanay, Rizal

Position	SG	No. of Vacancy	Education	Training	Experience	Area of Assignment	Nature of Employment
Medical Officer III	21	1	Doctor of Medicine	4 hours relevant training	1 year relevant experience	NTSB, Tanay, Rizal	Permanent
Social Welfare Officer II	15	1	BS Social Work/Registered Social Worker	8 hours of relevant training	2 years relevant experience	NTSB Tanay, Rizal	Permanent
Houseparent II	4	2	Highschool Graduate; preferably with caregiving course	None Required	None Required	NTSB Tanay, Rizal	COS/ MOA

C. Haven for the Elderly, Tanay, Rizal

Position	SG	No. of Vacancy	Education	Training	Experience	Area of Assignment	Nature of Employment
Houseparent I	4	1	Highschool Graduate; preferably with caregiving course	None Required	None Required	Haven for the Elderly	Permanent

D. Sustainable Livelihood Program

Position	SG	No. of Vacancy	Education	Training	Experience	Area of Assignment	Nature of Employment
Project Development Officer II- External Relations Officer	15	1	Bachelor's Degree preferably Social Sciences Courses	8 hours of relevant training	2 years relevant experience	Regionbased	Contractual
Project Development Officer II	15	1	Bachelor's Degree relevant to the job; preferably Business courses	8 hours of relevant training	2 years relevant experiences	CALABARZON	COS/MOA

E. Protective Services Unit/Crisis Intervention Section

Position	SG	No. of Vacancy	Education	Training	Experience	Area of Assignment	Nature of Employment
Social Welfare Officer II	15	1	Bachelor of Science in Social Work	8 hours of relevant training	2 years relevant experience	Community Based Services Unit/Regionbased	Permanent
Social Welfare Aide	4	2	Completion of two year course in college	None Required	None Required	Laguna, Batangas	COS/MOA

F. Convergence

Position	SG	No. of Vacancy	Education	Training	Experience	Area of Assignment	Nature of Employment
Social Welfare Officer II	15	1	BS Social Work; Registered Social Worker	8 hours of relevant training	2 years of relevant experience	Quezon Province	COS/MOA
Community Development Assistant II	9	1	Completion of 2 year course	None Required	None Required	Rizal Province	COS/ MOA

Total No. of Vacancies: 111

Prepared By:

JOANNA-PAULA B. BUHAIN
Admin.Asst.II

Noted By:

ROSALY B. SANTOS
Admin. Officer V