

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office No. V

Magnolia St. PBN Buraguis, Legazpi City

Date : 04 JANUARY 2015

MEMORANDUM

FOR : ALL CONCERNED

SUBJECT: VACANT POSITIONS AT DSWD FIELD OFFICE NO. V

We wish to inform you that the Department of Social Welfare and Development FO V, Legazpi City has a vacant position under **Memorandum of Agreement status** with details as follows:

ONE (1) RC/SCWC Focal Person (Technical Staff), SG 18 (Php 31,531.00) for the implementation of the Committee for the Welfare of Children

Education: Bachelor's degree in Social Work and other related courses

Experience: Two (2) years relevant experience; preferably with experience working with inter-agencies/organizations

Training: Eight (8) hours of relevant training

Eligibility: RA 1080 (Social Worker)

Additional Requirements:

Computer Literate

Good communication, analytical and technical writing skills

Can work under pressure and results-oriented

Qualified and interested applicants may submit all of the following documents on or before **JANUARY 15, 2016.**

1. Application letter
2. Comprehensive resume with 2 x 2 ID picture;

Request for extension of submission and application with incomplete documents will not be entertained.

ARNEL B. GARCIA, CESO II
Regional Director

ABG/LRR/janet