

HUMAN RESOURCE DEVELOPMENT UNIT

July 12, 2016

MEMORANDUM

FOR : ALL CONCERNED
SUBJECT : VACANT POSITION 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 on **MEMORANDUM OF AGREEMENT STATUS** of employment with the following minimum qualification requirements:

ONE (1) PROJECT DEVELOPMENT OFFICER III ON MEMORANDUM OF Agreement Status for the DSWD Led Inter Agency Council Secretariat, SG 18 (Php 33,452.00)

Education : Bachelor's degree relevant to the job preferably Bachelor's degree in Social Work
Experience : At least one (1) year professional experience on Social Development work on children, youth and women; coordination and networking. With knowledge and skills in technical writing and ICT applications and operations relative to Child Pornography (i.e. cyber pornography) is an advantage
Training : Eight (8) hours of relevant training

Other Requirements:

- Above average knowledge on the use of MS Office
- Great attention to details
- Excellent analytical thinking
- With excellent written and oral communication skills
- Able to work harmoniously, competently and effectively even under pressure
- Willing to work beyond office hours, Saturdays and holidays, as needed

Qualified and interested applicants may submit all of the following documents to DSWD FO V Records Section or send to our e-mail address, hrdu.dswdfo5@gmail.com on or before **July 26, 2016**:

1. Application Letter addressed to DIR. ARNEL B. GARCIA, CESO II, DSWD FO V Regional Director;
2. Comprehensive resume with Job Description and 2x2 ID picture
3. Transcript of Records/Diploma
4. Copy of Eligibility
5. Certificate of relevant trainings and seminars attended; and
6. Copy of duly signed Individual Performance Contract Rating (IPCR) for CY 2015.

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

ARNEL B. GARCIA, CESO II
Regional Director