

# HUMAN RESOURCE DEVELOPMENT UNIT

July 14, 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 positions on **MEMORANDUM OF AGREEMENT STATUS** of employment with the following minimum qualification requirements:

**ONE (1) SOCIAL WELFARE OFFICER II** under the **Convergence Strategy (SG 15, Php 26,192.00)** to be assigned in **MASBATE**

### Preferred Qualification Standards

Education : Bachelor's degree in Social Work  
Experience : At least one (1) year of relevant experience in case management, community organizing, report preparation and documentation  
Training : At least four (4) hours of relevant training  
Eligibility : RA 1080 (Registered Social Worker)

### Additional Requirements

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

**SIX (6) PROJECT DEVELOPMENT OFFICER I** under the **Regional Social Pension Unit (SG 11, Php 19,077.00)** to be assigned **ANYWHERE IN BICOL REGION.**

### Preferred Qualification Standards

Education : Social Science related course preferably BS Social Work  
Experience : At least one year experience related to social work and program development  
Training : At least eight (8) hours of relevant training  
Eligibility : Preferably CS eligible

### Additional Requirements

- Knowledgeable in technical writing and above average communication skills
- Knowledgeable in basic accounting/bookkeeping
- Capability to work in a fast-paced working environment under pressure and multi tasks
- With positive attitude to work and can work with minimum supervision
- Willing to work beyond office hours, Saturdays, and holidays, as needed
- Willing to be assigned in provinces.