

NOTICE OF VACANCY

Please be informed that the DSWD-CAR is inviting applicants (regardless of gender, civil status, disability, religion, ethnicity, or political affiliation) to fill-up the hereunder vacant position:

1 – MANPOWER DEVELOPMENT OFFICER II (CONTRACT OF SERVICE) under the Regional Haven

Item Number: ---
Vice: ---
Monthly Salary: P31,403.33 (SG 15)
Area of Assignment: Regional Haven

Minimum Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 4 hours relevant training
Experience : 1 year relevant experience
Eligibility : CS Professional/RA 1080 (2nd level) eligibility

Brief Description of the General Function of the Position	The Manpower Development Officer II is responsible for the skills training and livelihood of the residents, assess their training needs as well as productivity projects of resident activities, among others.
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Interested and qualified applicants may submit their application to the undersigned on or before MAY 08, 2018 with the following attachments:

- Fully accomplished Personal Data Sheet (CS Form No. 212 Revised 2017) (with attached summary of functions/ job description for each position held)/ Comprehensive Resume (with indicated functions/ job description for each position held)/
- Diploma
- Transcript of Records
- Certificate/s of training/s
- Certificate/s of previous and present employment (if applicable)
- Company clearance (latest employer, if applicable)
- Performance Appraisal/ Evaluation rating (if applicable)
- CSC eligibility/ PRC rating report and updated license
- NBI Clearance
- NSO Birth Certificate
- Marriage Certificate (if applicable)

Applications with incomplete attachments will not be accepted.

JANET P. ARMAS
OIC-Regional Director

JPA/MBD/EHGJr/CEN/PC/pkrd
30 April 2018
Date of posting/CSC Publication: APR 30 2018

For the Regional Director


ENRIQUE H. GASCON JR.
CAO, OIC - ARD for Administration