

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 heunder **vacant position/s**:

SOCIAL WELFARE ASSISTANT (CONTRACT OF SERVICE) UNDER THE PANTAWID PAMILYANG PILIPINO PROGRAM

Item Number: N/A
Vice: --
Monthly Salary: ₱ 18,480.07
Area of Assignment: Anywhere in CAR

Minimum Qualification Standards

Education : Completion of Two Years in College
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Sub-Professional (First Level Eligibility)

Brief Description of the General Function of the Position	The Social Welfare Assistant assists the Project Development Officer II in the implementation of the Pantawid program in the different municipalities. The Soial Welfare Assistant facilitates CVS monitoring and retrieval, collation of submitted update forms for the update of information of beneficiaries and collation of received GRS forms.
--	--

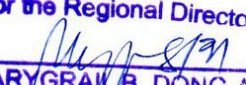
Interested and qualified applicants may submit their application to the undersigned on or before SEP 04 2018 with the following attachments:

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

In addition to the above-mentioned requirements, please fill-out the application form through this link <https://goo.gl/forms/bD5OjGTTtGL1TcYA3>

Applications with incomplete attachments will not be accepted.

JANET P. ARMAS
OIC-Regional Director

For the Regional Director:

MARYGRACE B. DONG-AS
OIC-ARD for Operation