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## NOTICE OF VACANCY (Republication)

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Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant **permanent** positions:

**1. Chief Administrative Officer – SG 24**

**Area of Assignment:** General Administration and Support Services Division (GASSD)

**Minimum Requirements:**

**Education:** Master's Degree

**Training:** 24 hours of training in management and supervision

**Experience:** 4 years in position/s involving management and supervision

**Eligibility:** Career Service (Professional) / Second Level Eligibility

**Additional Requirements:**

1. At least five (5) years experience on supervisory/management related to administration, general services, finance, and personnel administration preferably in government setting
2. Ability to respond quickly and efficiently in a fast – paced work environment with excellent multi-tasking capabilities
3. Above average knowledge on use of MS Office
4. Great attention to details
5. Above average knowledge in planning/organizing/accounting
6. With excellent written and oral communication skills
7. Able to work harmoniously, competently, and effectively even under pressure

**2. Supervising Administrative Officer – SG 22**

**Area of Assignment:** GASSD

**Minimum Requirements:**

**Education:** Bachelor's Degree relevant to the job

**Training:** 16 hours of relevant training

**Experience:** 3 years of relevant experience

**Eligibility:** Career Service (Professional) / Second Level Eligibility

**Additional Requirements:**

1. With at least 18 units of Masteral Degree
2. Ability to respond quickly and efficiently in a fast – paced work environment with excellent multi-tasking capabilities
3. At least four (4) years experience on supervisory/management related to administration, general services, finance, and personnel administration preferably in government setting
4. Above average knowledge on use of MS Office
5. Great attention to details
6. Above average knowledge in planning/organizing/accounting
7. With excellent written and oral communication skills
8. Able to work harmoniously, competently, and effectively even under pressure

**3. Planning Officer IV – SG 22**

**Area of Assignment:** Policy and Plans Division (PPD)

**Minimum Requirements:**

**Education:** Bachelor's degree relevant to the job

**Training:** 16 hours of relevant training

**Experience:** 3 years of relevant experience

**Eligibility:** Career Service (Professional) / Second Level Eligibility

**Additional Requirements:**

1. With at least 18 units of Masteral Degree
2. At least four (4) years experience on supervisory/management related to planning, organizing, monitoring and evaluation, budgeting, policy and research preferably in government setting
3. Ability to respond quickly and efficiently in a fast – paced work environment with excellent multi-tasking capabilities
4. Above average knowledge on use of MS Office
5. Above average knowledge in planning/organizing/accounting
6. With excellent written and oral communication skills
7. Working knowledge on policy and plans development
8. Able to work harmoniously, competently, and effectively even under pressure

**4. One (1) Administrative Officer II – SG 11**

**Area of Assignment:** Institutional Development Division - Human Resource Development Unit

**Minimum Requirements:**

**Education:** Bachelor's degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service (Professional) / Second Level Eligibility

**Additional Requirements:**

1. At least one (1) year experience human resource development preferably in government setting
2. At least eight (8) hours of training in human resource / personnel administration
3. Good oral and written communication skills
4. Able to relate with employees
5. Computer literate

Interested applicants may submit their application to specific positions and area of assignment to the undersigned thru the Human Resource Development Unit not later than **14 November 2016** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet
2. Transcript of Records & Diploma (certified photocopies)
3. Latest Certificates of Trainings / Seminars attended
4. Board Rating / CS Eligibility / Professional License
5. Certification from the school for Masteral units earned or completed if there is any

  
**MARCELO NICOMEDES J. CASTILLO**

Regional Director

11/2/2016

DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union 2500

Email: [fo1@dswd.gov.ph](mailto:fo1@dswd.gov.ph) Telefax Numbers: (072) 888 2184 (072) 888-2505

Website: <http://www.fo1.dswd.gov.ph>

Facebook: DSWD Ilocandia Twitter: @dswdfo1