
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant II

Area of Assignment: Operations and Programs Division – Social Pension Program

Salary Grade / Monthly Salary -SG 8 / P15,818.00

Minimum Requirements:

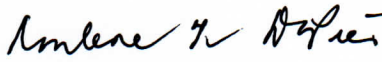
- Education: Completion of two-year studies in college
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: None Required

Additional Requirements:

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping preferably in government setting
2. With positive work attitude and can work well under pressure
3. With good interpersonal relationship
4. Computer literate (MS Office Applications)

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than 5:00 PM of 07 February 2017 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
01/27/2017