
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office I is inviting applicants to fill the hereunder vacant positions under Pantawid Pamilyang Pilipino Program, to wit:

1. Administrative Assistant III/Senior Bookkeeper (2)

Status of Employment	:	Contractual Co-terminous
Area of Assignment	:	DSWD FO I, GASDD
Salary Grade/Monthly Salary	:	SG 9 / P16, 986.00

Minimum Qualification Standards:

Education	:	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a Bachelor's Degree graduate related to the job
2. Preferably with at least four (4) hours relevant training in government accounting
3. Preferably 1 year experience in government accounting
4. Computer Literate (MS Office Applications)

2. Administrative Assistant II (2)

Status of Employment	:	Contractual Co-terminous
Area of Assignment	:	Regionwide
Salary Grade/ Monthly Salary	:	SG 8 / P15, 818.00

Minimum Qualification Standards:

Education	:	Completion of 2 years in College or High School Graduate with relevant vocational / trade course
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	none required

Additional Qualifications:

1. Preferably with 1 year experience in administrative / clerical works
2. Preferably with at least 4 hours training in Records Management
3. Computer Literate (MS Office Applications)
4. With positive work attitude and can work well under pressure
5. With good communication skills

3. Project Development Officer I/Monitoring and Evaluation Officer (1)

Status of Employment : Contract of Service
Area of Assignment : POO Pangasinan
Salary Grade/ Monthly Salary : SG 11 / P 21, 582.00

Minimum Qualification Standards:

Education : Bachelor's Degree relevant to the job
Training : None Required
Experience : None Required
Eligibility : None Required

Additional Qualification Standards:

1. Preferably with 1 year relevant experience related to the job
2. Preferably with at least four (4) hours relevant training
3. Excellent in Report Writing
4. Computer Literate (MS Office Applications)
5. Proficient in oral and written communication
6. With positive work attitude and can work well under pressure

4. Administrative Assistant III / Municipal Roving Bookkeeper (5)

Status of Employment : Contract of Service
Area of Assignment : Regionwide
Salary Grade/ Monthly Salary : SG 9 / P 18, 684.00

Minimum Qualification Standards:

Education : Completion of two-year studies in College or High School graduate with relevant vocational / trade course
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None Required

Additional Qualification Standards:

1. Preferably Bachelor's degree graduate relevant to the job
2. Preferably with 1 year experience in community organizing
3. Preferably with at least four (4) hours relevant training in government accounting and community organizing
4. Preferably with knowledge and skills in community organizing
5. Computer Literate (MS Office Applications)
6. With good communication, presentation, facilitation, and report writing skills

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit on or before **17 February 2017.**

1. Comprehensive Resume or Updated Personal Data Sheet
2. Transcript of Records and Diploma (certified photocopies)
3. Certificate of Trainings/Seminars/Employment
4. Board of Ratings/Professional License/CS Eligibility/TESDA


MARCELO NICOMEDES J. CASTILLO
Regional Director
02/07/2017

Note: All applicants must have a Very Satisfactory rating during the last rating period.