



MEMORANDUM

TO : ALL Officials and Employees
DSWD Field Office 1

SUBJECT : Vacant Administrative Assistant I (Contract of Service)
Position at the Regional Juvenile Justice and Welfare
Committee

DATE : 10 March 2017

Please be informed that the Regional Juvenile Justice and Welfare Committee has a vacant Administrative Assistant 1 position under Contract of Service status, with the following minimum qualification standards:

Education : Completion of two-year studies in College or High School
graduate with relevant vocational course

Training : None required

Experience : None required

Eligibility : None required

Preferred Qualifications:

Education : Completion of two-year studies in College leading to a degree
preferably in Office/ Public Administration, Management or
related field


Training : 4 hours of relevant training in using basic office productivity
tools (e.g., MS Word, Excel, Powerpoint)

Experience : 6 months to 1 year of experience in performing administrative
clerical work

Interested applicants may submit the following documents via email to psboard.jjwc@gmail.com on or before 17 March 2017:

1. Application letter addressed to RJJWC 1 Chairperson
2. Comprehensive Resume with Job Description and 2x2 I.D. picture

Only shortlisted applicants will be notified.


MARCELO NICOMEDES J. CASTILLO
DSWD FO1 Regional Director/
RJJWC 1 Chairperson