

# NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant Contract of Service (COS) position:

**1. One (1) Administrative Aide IV**

**Salary Grade / Monthly Salary:** SG 4 / P13,370.50

**Area of Assignment:** IDD – Standards Unit

**Minimum Requirements:**

|             |   |   |
|-------------|---|---|
| Education   | – | Completion of two-year studies in college or High School Graduate with relevant vocational / trade course |
| Training    | – | None required   |
| Experience  | – | None required   |
| Eligibility | – | None required   |

**Additional Requirements:**

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping
2. At least eight (8) hours of relevant trainings
3. With positive work attitude and can work well under pressure
4. With good interpersonal relationship
5. Computer Literate (MS Office Applications)
6. Can work independently but also a team player

**2. One (1) Administrative Aide VI**

**Salary Grade / Monthly Salary:** SG 6 / P15,236.10

**Area of Assignment:** OPD – Disaster Response Assistance Management Unit

**Minimum Requirements:**

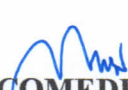
|             |   |   |
|-------------|---|---|
| Education   | – | Completion of two-year studies in college or High School Graduate with relevant vocational / trade course |
| Training    | – | 4 hours of relevant training  |
| Experience  | – | 1 year of relevant experience   |
| Eligibility | – |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

**Additional Requirements:**

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping
2. At least eight (8) hours of relevant trainings
3. With positive work attitude and can work well under pressure
4. With good interpersonal relationship
5. Computer literate (MS Office Applications)
6. Can work independently but also a team player

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **20 April 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet
2. Transcript of Records & Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended
4. Board Rating / Professional License / CS Eligibility

  
**MARCELO NICOMEDES J. CASTILLO**  
Regional Director