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## NOTICE OF VACANCY

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

- One (1) Senior Bookkeeper – Anticipated Vacancy**  
**Salary Grade / Monthly Salary:** SG 9 / P18,684.60  
**Area of Assignment:** Operations and Programs Division – Social Pension Program

**Minimum Requirements:**

Education: Completion of two-year studies in College  
Experience: One (1) years of relevant experience  
Training: Four (4) hours of relevant training  
Eligibility: None Required

**Additional Requirements:**

1. Preferably a BS Accountancy graduate or other related business course.
2. With knowledge in basic accounting / bookkeeping.
3. Knowledgeable in MS Office applications.
4. With positive work attitude and can work well under pressure.
5. With good interpersonal relationship.

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **26 May 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held)
2. Transcript of Records & Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended
4. Board Rating / Professional License / CS Eligibility

**Only short-listed applicants are notified.**

  
**MARCELO NICOMEDES J. CASTILLO**  
Regional Director