
NOTICE OF VACANCY

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

- 1. One (1) Administrative Aide VI (Contract of Service Worker)**
Salary Grade / Monthly Salary: SG 6 / P15,236.10
Area of Assignment: Disaster Response and Assistance Management Section

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

- 2. One (1) Administrative Assistant I (Contract of Service Worker)**
Salary Grade / Monthly Salary: SG 7 / P16,263.50
Area of Assignment: Disaster Response and Assistance Management Section

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 for the two (2) positions:

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 **27 June 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


MARCELO NICOMELES J. CASTILLO
Regional Director