
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant Job Order (JO) position under Sustainable Livelihood Program:

1. One (1) Administrative Assistant II

Salary Grade / Monthly Salary: SG 8 / P18,399.80

Area of Assignment: Human Resource Development Unit

Minimum Qualifications Standard:

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

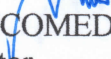
Additional Qualifications:

1. Preferably with experience and trainings on Human Resource / Personnel Administration
2. Proficient in oral and written communication skills
3. With positive work attitude and can work under pressure
4. With good interpersonal relationship
5. Computer literate with advance knowledge on MS Office applications

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit on or before **16 August 2017** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet (CS Form 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
5. Certification from the school for Masteral units earned or completed if there is any

Note: Only short-listed applicants are notified


MARCELO NICOMEDES J. CASTILLO
Regional Director
08/10/2017