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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 position:

**1. One (1) Community Development Assistant II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 9 / 19,684.60

**Area of Assignment:** PRPU – KALIPUNAN

**Minimum Requirements:**

Education	–	Completion of two (2) years studies in college
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	None Required

**Additional Requirements:**

1. Bachelor's Degree relevant to the job
2. At least one (1) year of relevant experience in administrative/clerical work
3. With good coordination and networking skills
4. With positive work attitude and can work well under pressure
5. Can work independently but also a team player
6. Computer literate (MS Office Applications)

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **07 November 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

**Note:**

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and those from any Sexual Orientation and Gender identities are encouraged to apply.

  
**MARCELO NICOMEDES J. CASTILLO**

Regional Director

10/30/2017