
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office I under Pantawid Pamilyang Pilipino Program is inviting applicants to fill the hereunder vacant position:

1. (1) Administrative Assistant III/Municipal Roving Bookkeeper

Status of Employment: Contractual co-terminous

Area of Assignment: Nationwide

Salary Grade/Monthly Salary: SG 9 / P16, 986.00

Minimum Qualification Standards:

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 Qualifications:

1. Preferably a Bachelor's Degree graduate related to the job
2. Preferably with at least four (4) hours relevant training in government accounting
3. Preferably 1-year experience in government accounting
4. Computer Literate (MS Office Applications)
5. Proficient in oral and written communication

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than 13 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 and Diploma (certified photocopies)
3. Certificate of Trainings/Seminars/Employment
4. Board of Ratings/Professional License/CS Eligibility/TESDA

Note:

1. Only short-listed applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and those from any sexual orientation and gender identities (SOGI) are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO

Regional Director

11/2/2017