



Republic of the Philippines
Juvenile Justice and Welfare Council

REGIONAL JUVENILE JUSTICE AND WELFARE COMMITTEE 1

2/F DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union

☎ +63 (072) 687-8000 loc. 229

✉ rjjwc1@jjwc.gov.ph

🌐 <http://www.jjwc.gov.ph>

NOTICE OF VACANCY

Be informed that the Regional Juvenile Justice and Welfare Committee (RJJWC) 1 has an anticipated vacant Administrative Assistant 1 position (SG 7) under Contract of Service status, with the following minimum qualification standards:

Education : Completion of two-year studies in College or
High School graduate with relevant vocational course
Training : None required
Experience : None required
Eligibility : None required


Preferred Qualifications:

Education : Completion of two-year studies in College leading to a degree
preferably in Office/ Public Administration, Management or related field
Training : 4 hours of relevant training in using basic office productivity tools (e.g., MS
Word, Excel, Powerpoint)
Experience : 6 months to 1 year of experience in performing administrative clerical work

Interested applicants may submit the following documents via email to hrdu.fo1@gmail.com on or before 15 December 2017:

1. Application letter addressed to RJJWC 1 Chairperson
2. Comprehensive Resume with Job Description and 2x2 I.D. picture

Only shortlisted applicants will be notified.


MARCELO NICOMEDES J. CASTILLO
RJJWC 1 Chairperson
(DSWD FO1 Regional Director)