
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office I is inviting qualified applicants to fill the hereunder vacant **Contract of Service** position under Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services-National Community-Driven Development Program (KALAHI CIDSS-NCDDP), to wit:

1. One (1) Administrative Officer IV

Salary Grade: 15/ P 31, 403.33

Area of Assignment: IDD-HRDU

Minimum Qualification Standards:

Education	:	Bachelor's degree relevant to the job, preferably in social sciences
Training	:	4 Hours of relevant training
Experience	:	1 year relevant experience

Additional Qualification Standard:

1. Proficient in MS Office applications – Word, Excel and Powerpoint
2. With good communication, presentation, and report writing skills
3. With positive work attitude and can work well under pressure
4. Ability to work well with others

Interested applicants may submit their application to the undersigned thru the Human Resource Development Unit not later than **20 February 2018** with the following attachments:

1. Application Letter
2. Comprehensive Resume or Updated Personal Data Sheet
3. Transcript of Records & Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board Ratings/Professional License/CS Eligibility/TESDA
6. Certification from School for Masteral units earned or completed, if any

Note:

1. Only shortlisted 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