
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office I** is inviting applicants to fill the hereunder vacant **permanent** positions:

1. Two (2) Administrative Officer V – SG 18

Area of Assignment: Financial Management Division (FMD)

Human Resource Management and Development Division (HRMDD)

Minimum Requirements:

Education: Bachelor's degree relevant to the job

Training: 8 hours of relevant training

Experience: 2 years of relevant experience

Eligibility: Career Service (Professional) / Second Level Eligibility

Additional Requirements for FMD:

1. With experiences and trainings on government accounting
2. Knowledgeable in banking and treasury policies
3. With background in management
4. Computer literate
5. Great attention to details

Additional Requirements for HRMDD:

1. With experience on government human resource management and development
2. Knowledgeable on basic civil service laws and regulations
3. With adept interpersonal human relations
4. Computer literate
5. Great attention to details

Interested and qualified applicants may submit their application to specific position and area of assignment to the undersigned thru the Human Resource Management and Development Division not later than **5:00 PM of 20 April 2018** 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 and Diploma (certified photocopies)
3. Certificates of Trainings / Seminars attended for the last three (3) years
4. Board Rating / CS Eligibility / Professional License
5. Certification from the school for Masteral units earned or completed if there is any

Note:

1. All **next-in-rank** are encouraged to submit their application for the vacant position.
2. Only shortlisted applicants are notified.
3. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs), Solo Parents and those from any sexual orientation, and gender identities (SOGI) are encouraged to apply.


MARCELO NICOMEDES J. CASTILLO

Regional Director

04/11/2018