
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position:

1. One (1) Administrative Aide IV (Contract of Service) –Anticipated Vacancy

Salary Grade / Monthly Salary: SG 4 / PhP 14,575.10

Area of Assignment: (1) Office of the Assistant Regional Director for Operations

Minimum Requirements:

Education	–	Completion of two-year studies in college or High School graduate with relevant vocational or trade course
Training	–	None required
Experience	–	None required
Eligibility	–	none required

Additional Requirements:

1. With at least 6 months' experience in clerical works;
2. With good oral and written communication skills (knows how to prepare general correspondences and speeches);
3. With experience in proof reading communications and/or reports; and
4. Proficient in MS Applications (word, excel and PowerPoint).

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **24 September 2018** 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; and
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
09/18/2018

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 2254 Series of 2018