
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)

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

Area of Assignment: Protective Services Division – Social Welfare Institutional Development Section

Minimum Requirements:

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

Additional Requirements:

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping
2. At least eight (8) hours of relevant trainings
3. With good verbal and written communication skills
4. With positive work attitude and can work well under pressure
5. With good interpersonal relationship
6. Computer literate (MS Office Applications)
7. Can work independently but also a team player

2. One (1) Administrative Aide IV (Job Order)

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

Area of Assignment: Protective Services Division – Social Welfare Institutional Development Section

Minimum Requirements:

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

Additional Requirements:

1. At least one (1) year work experience in administrative, secretarial and/or clerical, records management
2. With knowledge and experience in government procurement
3. At least eight (8) hours of relevant trainings
4. With good verbal and written communication skills
5. With positive work attitude and can work well under pressure

6. With good interpersonal relationship
7. Computer literate (MS Office Applications)
8. Can work independently but also a team player

3. One (1) Administrative Assistant II (Contract of Service)

Salary Grade / Monthly Salary: SG 8 / 18,480.07

Area of Assignment: Policy and Plans Division

Minimum Requirements:

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 Requirements:

1. With at least 1-year experience in clerical works
2. At least 8 hours of relevant training
3. Proficient in MS Office Applications (Word, Excel and Powerpoint)
4. With experience in proof reading communications
5. Excellent in both oral and written communications

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **19 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
09/12/2018