
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 the Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services-National Community-Driven Development Program (KALAHI CIDSS–NCDDP):

1. One (1) Financial Analyst III (for Financial Planning and Budgeting (WFP)) – anticipated vacancy

Salary Grade / Monthly Salary : 18 (P40,385.00)
Area of Assignment : Regional Program Management Office

Minimum Qualification Standards:

Education : Bachelor's Degree in Accountancy
Training : at least 8 hours in government accounting systems
Experience : at least 2 years relevant experience, preferably in a government institution

Additional Qualification Standards:

1. Proficiency in MS Office applications (Word, Excel, Power Point)
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 not later than **02 October 2018** with the following attachments:

1. Application Letter
2. Comprehensive Resume or Updated Personal Data Sheet
(CSC Form 212 Revised 2017) with attached job description/summary of functions for each position held
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

Likewise, applicants are advised to hand in or send through courier/email application to:

MS. RHEA R. RIDUAL-CALIX

Administrative Officer V
DSWD – Field Office 1
Quezon Avenue, City of San Fernando, La Union
Email address: hrppmspacd@gmail.com

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.
3. Applications with **incomplete documents** shall not be entertained.


MARCELO NICOMEDES J. CASTILLO
Regional Director