
NOTICE OF VACANCY

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

1. One (1) Administrative Aide IV (Permanent)

Salary Grade / Monthly Salary: SG 4 / PhP 12,674.00

Area of Assignment: Administrative Division – Procurement 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	–	Career Service Sub-professional / First Level Eligibility

Additional Requirements:

1. Must have a background/experience in handling government procurement projects and activities;
2. Proficient in MS Office applications;
3. With good oral and written communication skills;
4. With excellent coordination and collaboration skills;
5. Can work under pressure and can do multi-tasking;
6. Can render overtime services whenever needed.

Interested applicants may submit their application not later than **5:00 PM on 27 October 2018** with the following attachments:

1. Application Letter
2. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended / Employment;
5. Board Rating / Professional License / CS Eligibility/TESDA; and
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. HELEN O. NERONA

Social Welfare Officer IV / OIC-Chief, HRMDD and Concurrent Head, HRPPMS

DSWD – Field Office 1

Quezon Avenue, City of San Fernando, La Union



Note:

1. Only **shortlisted** applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.


MARCELO NICOMEDES J. CASTILLO

Regional Director

10/17/2018