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# NOTICE OF VACANCY

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Please be informed that the DSWD – Field Office I under Pantawid Pamilyang Pilipino Program is inviting applicants to fill the hereunder vacant position:

**1. One (1) AO IV/ Financial Analyst II**

**Status of Employment:** Contractual co-terminous

**Area of Assignment:** Financial Management Division

**Salary Grade/Monthly Salary:** SG 15/P29,010.00

**Minimum Qualification Standards:**

Education	:	Bachelor's degree relevant to the job
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

**Additional Qualifications:**

1. Proficient in MS Office Applications (Word, Excel, and Power Point)
2. Preferably with 1-year experience in government accounting
3. With positive work attitude and can work under pressure
4. With good analytical and reporting skills
5. With negotiation skills and the ability to develop strong working relationship

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **18 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 and Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board of 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 to:

**MS. HELEN O. NERONA**

Social Welfare Officer IV/OIC-Chief, HRMDD

DSWD-Field Office 1

Quezon Avenue, City of San Fernando, La Union

**Note:**


1. Only **short-listed** applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and from any sexual orientation and gender identities (SOGI) are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained

BY:

**MARCELO NICOMEDES J. CASTILLO**

Regional Director

10/09/2018

  
**ANNIELY J. FERRER**  
Policy and Plans Division Chief

Pursuant to:

SO No. 2254 Series of 2018