
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office I is inviting qualified applicants to fill the hereunder vacant position under Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services-National Community-Driven Development Program (KALAHI CIDSS-NCDDP):

1. One (1) Administrative Officer II (Property and Assets Management Section)

Status of Employment	:	Contract of Service (COS)
Salary Grade / Monthly Salary	:	11 (22,600.48)
Area of Assignment	:	Field Office

Preferred Qualifications:

Education	:	Bachelor's Degree relevant to the job
Training	:	8 hours of relevant training; must be proficient with computer applications using MS Word, Excel, Power Point and other applicable softwares
Experience	:	1-year relevant experience

Additional Qualification Standards:

1. Proficiency in word processing and database applications
2. Excellent written and verbal communication 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 **05 November 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 to:

MS. HELEN O. NERONA
SWO IV/ OIC-Chief, HRMDD
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 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.


MARCELO NICOMEDES J. CASTILLO

Regional Director

26 October 2018