
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) – Anticipated Vacancy**
Salary Grade / Monthly Salary: SG 4 / 14,575.10
Area of Assignment: Human Resource Planning and Performance Management Section

Minimum Requirements:

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

Additional Requirements:

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

Interested applicants may submit their application not later than **5:00 PM on 29 November 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 Certificate; and
6. Certification from School for Masteral units earned or completed, if any.

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

MS. HELEN O. NERONA
Social Welfare Officer IV / OIC-Chief, HRMDD
DSWD Field Office 1
Quezon Avenue, City of San Fernando
2500 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

11/22/2018

BY:


ANNIELY J. FERRER
Policy and Plans Division Chief

Pursuant to:

SO No. 4157 Series of 2018