
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant II

Status of Employment: **Contract of Service (COS)**
Area of Assignment: **Regional Program Management Office**
Salary Grade/Monthly Salary: **SG 8 / 18,480.07**

Minimum Qualification Standards:

Education	-	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	-	At least four (4) hours of relevant training
Experience	-	At least one (1) year of relevant experience
Eligibility	-	None required

Additional Qualifications:

1. With at least 1-year experience in clerical works
2. With at least 8 hours relevant training
3. Proficient in MS Office Applications (Word, Excel and Powerpoint)
4. With experience in proofreading communications
5. Excellent both in oral and written communications

Interested applicants may submit their application not later than **10 December 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 attended for the last three (3) years
5. Board of Ratings/Professional License/CS Eligibility
6. Certification from School for Masteral units earned or completed, if any

Likewise, applicants are advised to hand in or send application 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 short-listed applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs), Solo Parents 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
11/29/2018

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:
SO No. 4157 Series of 2018