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## NOTICE OF VACANCY

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

**1. One (1) Administrative Assistant I (Job Order) – Anticipated Vacancy**

**Salary Grade / Monthly Salary:** SG 7 / P17,313.29

**Area of Assignment:** Records and Archives Management 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	–	None required

**Additional Requirements:**

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

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM on 21 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 & 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.

**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

12/11/2018

**BY:**

  
**NORA D. DELA PAZ**  
OIC-ARD for Administration

Pursuant to:

SO No. 4157 Series of 2018