
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 Assistant I (Permanent)

Salary Grade / Monthly Salary: SG 7 / P 15,254.00

Area of Assignment: Human Resource Management and Development Division

Minimum Requirements:

- | | | |
|-------------|---|---|
| Education | – | Completion of two-year studies in college or high school graduate with relevant vocational / trade course |
| Training | – | 4 hours of relevant training |
| Experience | – | 1-year relevant experience |
| Eligibility | – | Career Service Sub-professional / First Level Eligibility |

Additional Requirements:

1. Must have at least 1-year related experience in government setting
2. Proficient in the use of computer (MS Office and other applications)
3. With good communication skills – both oral and written (English)
4. With positive work attitude and can work well under pressure
5. Experience in government human resources is an advantage

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM** of **28 February 2019** 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;
6. Certification from School for Masteral units earned or completed, if any; and
7. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any.

Note:

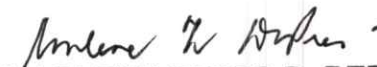
1. Only **shortlisted** applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.

MARCELO NICOMEDES J. CASTILLO

Regional Director

02/08/2019

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 4157 **Series of** 2018