
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 II - Permanent

Salary Grade / Monthly Salary: SG 2 / P 11,200.00

Area of Assignment: Administrative Division - General Services Section

Minimum Requirements:

Education	–	Must be able to read and write / Elementary School Graduate
Training	–	None required
Experience	–	None required
Eligibility	–	None required

Additional Requirements:

1. Preferably with experience as maintenance man
2. Skilled in plumbing, maintenance of air condition units, carpentry, electrical and automotive works

2. One (1) Manpower Development Officer I - Permanent

Salary Grade / Monthly Salary: SG 11 / P 20,179.00

Area of Assignment: Area Vocational Rehabilitation Center – I (AVRC – I)

Minimum Requirements:

Education	–	Bachelor's Degree relevant to the job
Training	–	None required
Experience	–	None required
Eligibility	–	Career Service Professional / Second Level Eligibility

Additional Requirements:

1. Skilled in metal architectural welding, appliance repair and cookery
2. Proficient in the use of computer (MS Office especially MS Excel)
3. With good communication skills – both oral and written (English)
4. With positive work attitude and can work well under pressure


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 **15 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
02/06/2019