
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 - Permanent

Salary Grade / Monthly Salary: SG 4 / P 12,674.00

Area of Assignment: Disaster Response Management Division

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 | – | Career Service Sub-professional / First Level Eligibility |

Additional Requirements:

1. At least 1-year experience on clerical works
2. Background / experience in disaster operations is an advantage
3. Highly proficient in Microsoft applications
4. With good oral and written communications skills
5. At least 4 hours of admin-related training

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **09 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
01/24/2019

BY:


ANNIELY J. FERRER
Policy and Plans Division Chief

Pursuant to:

SO No. 4157 Series of 2018