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## NOTICE OF VACANCY

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Please be informed that the DSWD – Field Office 1 is inviting qualified applicants to fill the hereunder vacant **Contract of Service** position under the Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services-National Community-Driven Development Program (KALAHI CIDSS–NCDDP):

**1. One (1) Administrative Officer II (Anticipated Vacancy)**

**Salary Grade / Monthly Salary** : 11 / P22,600.48  
**Area of Assignment** : Field Office

**Minimum Qualification Standards:**

**Education** : Bachelor's degree (in Business Administration, Accounting, Engineering, others)  
**Training** : 16 Hours of relevant procurement training; must be proficient with computer applications using MS Word, Excel, Power Point and other applicable softwares.  
**Experience** : 2 years with procurement related function

**Additional Qualification Standards:**

1. Proficiency in MS Office applications (Word, Excel, Power Point)
2. With good communication, presentation and report writing skills
3. With positive work attitude and can work well under pressure
4. Ability to work well with others

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 13 March 2019** with the following attachments:

1. Application Letter
2. Comprehensive Resume or Updated Personal Data Sheet (CSC Form 212 Revised 2017) with attached job description/summary of functions for each position held
3. Transcript of Records & Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board Ratings/Professional License/CS Eligibility/TESDA
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 Indigenous Communities, Persons with Disability (PWDs) and those from any sexual orientation and gender identities (SOGI) are encouraged to apply.
3. Applications with **incomplete documents** shall not be entertained.

  
**MARCELO NICOMELES J. CASTILLO**

Regional Director

3/06/2019