
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 (Job Order)

Salary Grade / Monthly Salary: SG 4 / Php 14,575.10

Area of Assignment: Building and Grounds Management Section (BGMS)

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	–	None required

Additional Requirements:

1. With skills in plumbing, carpentry, and masonry works;
2. With experience as building maintenance man especially on the maintenance and/or repair of air conditioners;
3. Honest and God-fearing; and
4. With high moral values

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **03 April 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

03/26/2019