
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position:

1. Administrative Aide VI (Permanent) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 6 / PhP 14,847.00

Area of Assignment: DSWD Field Office 1

Minimum Requirements:

Education	–	Completion of two-year studies in college or High School graduate with relevant vocational or trade course
Training	–	4 hours of relevant training
Experience	–	1 year of relevant experience
Eligibility	–	CS Sub-professional / First Level eligibility

Additional Requirements:

1. With at least 1-year experience in government setting
2. Training on records management and Republic Act 9184 (RA 9184) or the Government Procurement Reform Act is an advantage
3. With good communication skills – both oral and written (English)
4. With knowledge on Microsoft (MS) Office applications (Word, Excel and Powerpoint)

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division not later than **5:00 PM of 19 May 2019** with the following attachments:

1. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
2. Transcript of Records & Diploma (certified photocopies);
3. Certificates of Trainings / Seminars attended; and
4. Board Rating / Professional License / CS Eligibility.

Note:

1. Only short-listed 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.


MARCELO NICOMEDES J. CASTILLO

Regional Director

05/09/2019