
NOTICE OF VACANCY

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 - AO II – (Anticipated Vacancy)

Salary Grade / Monthly Salary : 11 / PhP22,829.00
Area of Assignment : HRMDD-HRPPMS/PAS

Minimum Qualification Standards:

Education : Bachelor's degree relevant to the job
Training : None required
Experience : None required
Eligibility : None required

Additional Qualification Standards:

1. With at least one (1) year experience in government setting preferably human resource/administrative functions
2. HR-related trainings and other learning and development interventions is an advantage
3. Knowledgeable on basic civil service laws and regulations
4. Proficient in MS Office applications (Word, Excel and Power Point)
2. With good oral and written communication, presentation, facilitation and reporting skills

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 22 May 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/s of Trainings/Seminars/Employment
5. Certificate/s of Board Ratings/Professional License/CS Eligibility

Note:

1. Only **shortlisted** applicants are notified.
2. Qualified applicants who are members of Indigenous Communities, Persons with Disability (PWDs) and from any sexual orientation and gender identities (SOGI) are encouraged to apply.
3. Applications with **incomplete documents** shall not be entertained.

MARCELO NICOMEDES J. CASTILLO

Regional Director
5/14/2019

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 4157 Series of 2018