
NOTICE OF VACANCY

Please be informed that the DSWD – Field Office 1 under Pantawid Pamilyang Pilipino Program is inviting applicants to fill the hereunder vacant position:

1. One (1) Administrative Officer II

Status of Employment: Contractual Co-terminous

Area of Assignment: HRMDD-HRPPMS (vice Josephine R. Avelino)

Salary Grade/Monthly Salary: SG 11/P20,754.00

Minimum Qualification Standards:

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

Additional Qualifications:

1. Preferably with Career Service (CS) eligibility
2. With at least one (1) year experience in government setting preferably human resource/administrative functions
3. With at least eight (8) hours of administrative or HR-related trainings and learning and development interventions
4. Knowledgeable on basic civil service laws and regulations
5. Proficient in MS Office applications (Word, Excel, and Power Point)
6. With good oral and written communication, presentation, facilitation and reporting skills

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM on 12 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 and Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board of Ratings/Professional License/CS Eligibility/TESDA
6. IPCR with Very Satisfactory rating
7. Certification from School for Masteral units earned or completed, if any

Note:

1. Only **short-listed** applicants are notified.
2. Previous applicants not considered need not apply.
3. Applicants with **incomplete documents** shall not be entertained.
4. 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.


MARCELO NICOMEDES J. CASTILLO
Regional Director
04/2/2019