
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 / PhP14,800.00

Area of Assignment: Protective Services Division – Community-Based Services Section

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. At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping
2. At least eight (8) hours of relevant trainings
3. With knowledge on maintaining databank of cases served
4. With positive work attitude and can work well under pressure
5. With good interpersonal relationship
6. Computer literate (MS Office Applications)
7. Can work independently but also a team player

2. One (1) Administrative Aide III (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 3 / PhP13,962.00

Area of Assignment: Protective Services Division – Area I Vocational Rehabilitation Center

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. Equipped with IT and clerical skills
2. Familiarity with office procedures
3. Working knowledge of office devices and processes
4. Knowledge in procurement process
5. Good in oral and communication skills
6. Good in public relations
7. Very good organizational and multi-tasking abilities

Interested applicants may submit their application to the undersigned thru the Human Resource Management and Development Division (HRMDD) not later than **5:00 PM of 01 July 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. Certificate/s of Board Rating / Professional License / CS Eligibility;
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

06/21/2019