
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) Regional Bookkeeper (Anticipated Vacancy)

Salary Grade / Monthly Salary : 9 / Php19,952.00
Area of Assignment : Financial Management Division – Accounting Section

Minimum Qualification Standards:

Education : Bachelor's degree in Business Administration
Training : None required
Experience : 1-year relevant work experience
Eligibility : None required

Additional Qualification Standards:

1. Must have at least 1-year related experience on financial management
2. With knowledge in government accounting
3. Proficiency in MS Office applications (Word, Excel, Power Point)
4. With good written and verbal communication skills
5. With positive work attitude and can work well under pressure
6. Ability to work well with others

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 18 June 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. Certificates of Trainings/Seminars/Employment
5. Board Ratings/Professional License/CS Eligibility; and
6. Certification from School for Masteral units earned or completed, if any

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

06/10/2019