
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 Assistant I

Status of Employment	:	Contractual Co-terminous
Area of Assignment	:	Pantawid Pamilya RPMO
Salary Grade / Monthly Salary	:	SG 7 / P15,738.00

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 one (1) year experience in clerical/administrative work in government setting
2. With at least eight (8) hours training on administrative/facilitation
3. Knowledge on government Procurement is an advantage
4. Proficient in Microsoft Office Applications (Word, Excel, and Powerpoint)
5. With positive work attitude and can work well under pressure

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 1 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 and Diploma (certified photocopies)
4. Certificate of Trainings/Seminars/Employment
5. Board of Ratings/Professional License/CS Eligibility
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 NICOMELES J. CASTILLO
Regional Director
18 June 2019