
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant III/Municipal Roving Bookkeeper

Status of Employment: Contract of Service

Area of Assignment: Pangasinan

Salary Grade/Monthly Salary: SG 9 / P19, 952.00

Minimum Qualification Standards:

Education	:	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
Training	:	4 hours of relevant training
Experience	:	1 year of relevant experience
Eligibility	:	None required

Additional Qualifications:

1. Preferably a Bachelor's Degree graduate related to the job
2. Preferably with at least four (4) hours relevant training in government accounting
3. Preferably 1-year experience in government accounting
4. Computer Literate (MS Office Applications)
5. Proficient in oral and written communication

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 05 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. Certification from School for Masteral units earned or completed, if any

Note:

1. Only **short-listed** 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. Applicants with **incomplete documents** shall not be entertained


MARCELO NICOMEDES J. CASTILLO

Regional Director

06/27/2019