
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** under **Disaster Response Management Division – Regional Resource Operations Section** is inviting applicants to fill the hereunder vacant position:

1. **Three (3) Administrative Assistant I (Job Order)**
Salary Grade / Monthly Salary: SG 7 / Php17,469.00

Minimum Requirements:

Education	–	Completion of two (2) year studies in College or High School Graduate with relevant vocational/trade course
Training	–	None required
Experience	–	None required
Eligibility	–	None required

Additional Requirements:

1. With at least one (1) year experience in clerical work
2. Computer literate with knowledge on MS Office applications
3. With good written and oral communication skills
4. Able to work harmoniously, competently and effectively even under pressure

2. **Two (2) Administrative Aide II (Job Order)**
Salary Grade / Monthly Salary: SG 2 / Php13,172.00

Minimum Requirements:

Education	–	Must be able to read and write or Elementary School Graduate
Training	–	None required
Experience	–	None required
Eligibility	–	None required

Additional Requirements:

1. Experience in supply/warehouse management is an advantage
2. With good written and oral communication skills
3. Willing to report during disaster operation
4. Able to work harmoniously, competently and effectively even under pressure

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 2 August 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. Certificate/s 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

07/25/2019