

---

## 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 Assistant III (Contract of Service) – Anticipated Vacancy**  
**Salary Grade / Monthly Salary:** SG 9 / Php19,952.00  
**Area of Assignment:** Disaster Response Management Division

**Minimum Requirements:**

Education	–	Completion of two (2) year studies in college
Training	–	Four (4) hours relevant training
Experience	–	Six (6) months of relevant experience
Eligibility	–	None Required

**Additional Requirements:**

1. At least one (1) year experience in clerical / administrative works
2. Highly proficient is MS application (Word, Excel, and PowerPoint)
3. With good oral and written communication skills
4. Preferably with Career Service Sub-Professional (First Level Eligibility)

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **06 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  
07/30/2019

**BY:**

  
**HELEN O. NERONA**  
SWO IV / HRMDD OIC Chief  
Pursuant to S.O. No. 4157 series 2018