
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 II (Contract of Service) – Anticipated Vacancy**
Salary Grade / Monthly Salary: SG 8 / PhP18,601.00
Area of Assignment: Protective Services Division - Adoption Resource and Referral Unit

Minimum Requirements:

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 Requirements:

1. Experience in administrative, secretarial and/or clerical, records management and records keeping in government setting is an advantage
2. Proficient in the use of computer (MS Office and other applications)
3. With good communication skills – both oral and written (English)
4. 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 of 09 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. Certificates 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
07/31/2019

BY:


HELEN O. NERONA

OIC Chief, Human Resource Mgmt & Dev't Div.

Pursuant to:

SO No. 4157 Series of 2018