
NOTICE OF VACANCY

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

1.One (1) Administrative Assistant III (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 9 / Php19,952.00

Area of Assignment: DSWD Field Office 1

Minimum Requirements:

Education	–	Completion of two (2) years studies in college
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None Required

Additional Requirements:

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

2.Three (3) Administrative Aide VI (Contract of Service) – Anticipated Vacancy

Salary Grade / Monthly Salary: SG 6 / Php16,629.00

Area of Assignment: - Two (2) at DRMD – Disaster Response and Rehabilitation Section
- One (1) to be mainstreamed at HRMDD – Learning and Development Section

Minimum Requirements:

Education	–	Completion of two (2) year studies in College or High School Graduate with relevant vocational/trade course
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
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

Interested applicants may submit their application to the undersigned through the Human Resource Management and Development Division (HRMDD) not later than **24 October 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;

DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union 2500

Email: fo1@dswd.gov.ph **Telefax Number:** (072) 888 2184 **Trunkline Number:** (072) 888-2505 (072) 687-8000

Website: <http://www.fo1.dswd.gov.ph>

Facebook: DSWD Ilocandia **Twitter:** @dswdfo1

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

10/15/2019