

---

## 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 Officer II (Contract of Service)**

**Salary Grade / Monthly Salary:** SG 11 / PhP22,829.00

**Area of Assignment:** Supplementary Feeding Program to be mainstreamed at the Accounting Section

**Minimum Requirements:**

Education	–	Bachelor’s Degree relevant to the job
Training	–	None Required
Experience	–	None Required
Eligibility	–	Career Service Professional / Second Level Eligibility

**Additional Requirements:**

1. Graduate of Finance-related course
2. Preferably with four (4) hours of relevant training
3. Preferably with at least six (6) months experience in government financial management
4. Proficient in the use of computer (MS Office and other applications)
5. With good communication skills – both oral and written (English)
6. 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 10 December 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

12/05/2019